P-CARD PURCHASES vs. PURCHASE ORDERS

It’s time to start thinking about how to manage your procurement needs for the upcoming year. In light of the new budget constraints facing the entire University, we challenge you to look for ways to streamline the processes used to procure goods and services for your area.

New VISA Procurement Card (P-card) Processes

One way to streamline this process is through the use of a procurement card (P-card) rather than using Standing Orders or regular Purchase Orders. We have moved to a new P-card provider, Scotia Bank, whose system and product offerings are far superior to our old P-card program. In addition to the regular P-card, we now have the flexibility to provide departments with declining balance cards, which have fixed dollar values. The balance of available funds declines as purchases are made. We also have the capability of using “ghost cards”, where you don’t have a plastic card. These “cards” are linked to a specific speed code or GL account which greatly simplifies reconciliation. If a vendor accepts VISA, we prefer you use the P-card program rather than a Standing Order or a Purchase Order. This eliminates invoice payments, inquiries on outstanding invoices and the problems associated with exceeding the dollar limit of the Standing Order. For more information about the P-card program and how this can work for you, please contact Dave Dessureault at ext. 88117 or by email to ddessur@uwo.ca.

Unfortunately, there are some instances where we cannot use P-cards. For example, we cannot ensure the PST exemption of research exempt purchases, therefore some research purchases will need to be processed through a regular PO or Standing Order. Similarly, we have challenges with customs and duties on international purchases. In these instances, it is important to talk to our Customs and Logistics team (Ray Williamson ext. 88120 or Elaine Roswell ext. 84587) to see if we can use the P-card. There are also some vendors who cannot accept VISA cards at this point. Let us know who these vendors are and we will work with them to hopefully move them to VISA.

If you must continue to use a Standing Order, please follow the guidelines sent to you with your listing of existing Standing Orders, or contact your buyer directly for support.

Standing Orders are not required for vendors where systems contracts are already in place (e.g. Bolen, VWR, Posno Flowers, etc.). See our website at http://www.uwo.ca/finance/purchase/supply.html for a complete list of all systems contracts. If you require further assistance or have any questions please contact Dave Dessureault at ext. 88117 or email to ddessur@uwo.ca, or by contacting your commodity buyer directly. If you require online access or training please contact Lilly Ross at ext. 84575 or by email to lross@uwo.ca.

YEAR END

Year end is quickly approaching. If you have not yet seen or received our year end deadline dates, please visit our web page at: http://www.uwo.ca/finance/2009yearend.pdf.
Change to the P-card Program

Currently we are in the process of changing from the US Bank P-card to the ScotiaBank P-card. The change-over will be complete by the end of May 2009.

The Western Purchasing card is a ScotiaBank Visa® corporate credit card that allows you to make Western related purchases from any supplier that accepts Visa®. It can be used for most goods and services. This allows you to make purchases without encumbering your own personal funds or incurring personal liability, ensures timely payment to suppliers, and eliminates costly administrative processes. Please note that the card is not to be used for personal purchases.

There are a number of benefits.

1. Simplicity of use: The card is as simple to use as your personal credit card (does not affect your credit rating). Make a purchase, give your card number and expiry date, reconcile your account each month, and the account is paid monthly.

2. The overall cost to administer your card is cheaper, by far, than the current online Purchase Order system, especially for small value purchase orders under $1,000.

3. Faster reporting to the General ledger: transactions can appear the same month.

4. Great for replacing Standing Purchase Orders and easy to track on a month-to-month basis.

For more information please email Dave Dessureault at ddessur@uwo.ca or call ext. 88117

On-line Travel Update

The paper-based system for reimbursing employees for travel expenses is being phased out. Both Staff and Faculty alike find that reimbursement using the electronic on-line travel expense system is faster. Direct deposit or EFT (Electronic Funds Transfer) to your payroll bank account is also available. Many users find EFT more convenient than a paper cheque, and EFT payments are generally made within two business days after final approval.

For your information, you can find detailed instructions and on-line training tools at the following link: http://www.uwo.ca/finance/people. If you encounter any problems accessing PeopleSoft Financials, contact finsys@uwo.ca. If you have questions about on-line travel expense claims or travel advances, contact travel@uwo.ca. The administrator for your department is also available to assist you.

On-line Travel Tips

Our fiscal year end is April 30, 2009. This is a reminder to submit your travel and expense reports for any expenses relating for the current fiscal year by April 23 to allow for processing by April 30. Remember to forward the hard copy expense report with receipts attached to the travel desk in SSB 6100. These receipts are required for audit purposes.

Travel advances should be cleared on a timely basis. Failure to clear travel advances may result in the funds being added to your taxable income. Administrative personnel can run an aging report for their departments to see what is outstanding.

If you have to return unspent funds from a travel advance, take your cheque to the cashier’s office (SSB 6100). Give the cashier the advance number, speed code and account where the advance was charged. Send a copy of the receipt to the travel desk (SSB 6100) in order for them to remove the advance from the travel system.

Price Increase from the Data Group

The Data Group, Western’s System Contract vendor for Business Cards, Printed Envelopes & Letterhead, have informed us of a price increase of approximately 3% to 4% effective May 1, 2009.
Western Office Supplies

We will be closed for inventory on April 28, 29 and 30. We will not be accepting any orders on these days. The last day to place an order is Monday, April 27. We will re-open on May 1 at 8:00 am with regular hours applying. Please order early to make sure that any items you require will be delivered on time. If you have any questions please call us at ext. 88122 or contact us by email at wos@uwo.ca.

Better Yield on Laser Toner Cartridges

Near the end of a toner cartridge’s life, the print quality deteriorates. For some, this would normally be the time to replace the existing laser cartridge with a new cartridge. However, there may still be 10-30% of the original toner left in the “old” cartridge. To obtain a longer yield from the toner cartridge, remove the cartridge, gently rock the cartridge side to side, and re-install back into the printer. The rocking motion dislodges toner within the inside corners of the cartridge giving you a longer yield.

Ontario Electronic Stewardship (OES)

Effective April 1st all desktops, portable computers, desktop printers, computer peripherals, monitors, televisions and printers sold and shipped into Ontario will be subject to a fee under the rules set forth by the Ontario Electronic Stewardship (OES). These items fall within “Phase One” of the OES program. Phase Two begins this summer with more electronics items added. The Ontario Electronic Stewardship (OES) is a non-profit corporation established by manufacturers, retailers, and other stakeholders to develop a waste diversion plan for Waste Electrical and Electronic Equipment (WEEE) in response to the designation of these materials under the Waste Diversion Act. Vendors selling these items to Western may increase their pricing slightly to accommodate these fees. Some vendors will bury this fee within their pricing, while others may show the fee as a separate line item (like PST & GST).

Please note: It was brought to our attention that some vendors have not been including these fees on their quotation, but are adding the fees to their invoices after they ship the goods. Vendors should not be doing this. When requesting quotes from vendors that include the items listed below, please confirm that the OES fee is included in their quotation:

Here is the break-down of the new charges:

<table>
<thead>
<tr>
<th>Classification</th>
<th>SRate/Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computers</td>
<td>$13.44</td>
</tr>
<tr>
<td>Computer + Mouse + Keyboard</td>
<td>$14.08</td>
</tr>
<tr>
<td>Computer + Mouse + Keyboard + Monitor</td>
<td>$26.11</td>
</tr>
<tr>
<td>Computer + Mouse + Keyboard + Printer</td>
<td>$19.13</td>
</tr>
<tr>
<td>Computer + Mouse + Keyboard + Monitor + Printer</td>
<td>$31.16</td>
</tr>
<tr>
<td>Portable Computers</td>
<td>$2.14</td>
</tr>
<tr>
<td>Mice</td>
<td>$0.32</td>
</tr>
<tr>
<td>Keyboards</td>
<td>$0.32</td>
</tr>
<tr>
<td>Hard Drives</td>
<td>$0.32</td>
</tr>
<tr>
<td>Optical Drives</td>
<td>$0.32</td>
</tr>
<tr>
<td>Monitors(with no embedded TV Tuner)</td>
<td>$12.03</td>
</tr>
<tr>
<td>Printing Devices</td>
<td>$5.05</td>
</tr>
<tr>
<td>TV All Sizes (includes any monitors with embedded TV tuners)</td>
<td>$10.07</td>
</tr>
</tbody>
</table>

For more detailed information, please visit [http://www.ontarioelectronicstewardship.ca/](http://www.ontarioelectronicstewardship.ca/) or contact Jim Heaton in the Purchasing Department at ext. 84581 or email to jheaton@uwo.ca.
Radioactive Orders Have Changed

Effective immediately you are now able to place your radioactive orders on-line through PeopleSoft Financials, using the Electronic Requisitions module (same as for all other purchase requisitions). This new process eliminates the manual process of using a paper Purchase Order, and also decreases the turn-around time for OH&S safety approval. To order radioactive material on-line, please use the following steps:

- In the description panel under the “Order an Item” tab, your description must start with ‘Radioactive goods’ followed by the description of the goods.

- Click on the radioactive checkbox in the description panel. You must enter your Radioactive Permit number in the Permit ID box. Your permit number must be typed correctly; otherwise your radioactive order cannot be submitted.

- On the “General” tab, click on the Save button, and you will see the following message:

  The shipping address of your requisition will be changed to Room 003, Chemistry Building. Radioactive items require approval by a Safety Officer in Occupational Health and Safety. The Permit Holder’s Name and Permit number will be printed on the vendor copy of the Purchase Order.

  To print a copy of your requisition, click on the Printer icon (found on the “General” tab). This will create a draft copy of the requisition in Adobe pdf format for printing.

  (Note that you are only able to save the radioactive requisition, but you cannot submit it. Only the Safety Officer can approve and submit the order.)

Once the Safety Officer approves and submits the requisition, it will be forwarded to Purchasing for review and order completion, and Purchasing will then send the Purchase Order to the vendor.

Any questions or concerns should be directed to Jennifer Maxwell at ext. 84580 or by email to jhmaxwel@uwo.ca.