Helpful Hints on FY09 Purchase Orders from Business Services

• When building FY09 **standing purchase orders**, please reference last year’s standing purchase order number in the document text.

  Please contact LaVonnie Nettles @ 977-2929 if you have any questions about referencing last year’s Purchase Order number.

• When creating FY09 copier maintenance and lease purchase orders, please list last year’s purchase order number and the equipment ID number in document text. Equipment ID numbers are typically five digits and are found on a metal label attached to the front of the copier.

  Please contact Annaliese Neff @ 977-7044 if you have any questions regarding your copier lease or locating the ID number.

  This information helps the vendor identify your account and expedite your order.

Procurement Cards

Procurement Cards have been rolled out in phases to departments over the last 2 ½ years. At Saint Louis University and many other Universities, the P-Card program has proven to be successful for purchasing supplies for a number of reasons:

• It provides convenience, flexibility, and security for purchases.
• It is especially cost effective for low dollar purchases.
• It speeds up the purchase to pay cycle.
• It reduces processing costs for the organization.
• It has built in limits and controls for program management.

For these reasons, the University’s P-Card program will no longer be an **optional program** for departments. **Beginning July 1, 2008**, all departments will be required to obtain a Procurement Card.

If your department does not have a P-Card, please contact Lori Meyers @ 977-3708 by May 23rd to start this process. It is important to meet this deadline so you can start using your P-Card by July 1st.

In addition, because all departments will have P-Cards by July 1st, Standing Purchase Orders will not be necessary for specified vendors. In the near future, Business Services will send out a list of vendors with whom only the P-Card can be used.

Grant Purchases

Sponsored Programs, Financial Services, and Business Services continue to work toward providing a P-Card tied to Grants. You can expect to hear more information over the next few months about our
progress on Grant P-Cards. Until that time, those who make purchases for Grants will continue their current practices.

For questions pertaining to the P-Card, please contact Lori Meyers @ 977-3708.

**American Express Travel & Entertainment Card Update**

The American Express Travel & Entertainment card program is considered implemented. All departments have been contacted and cards provided. Per University Policy, prepayments and advances will only be processed on an exception basis. If you have any questions about T&E cards, please contact Lori Myers at lmyers7@slu.edu.

**Multi-Pay Form** is replaced by the ‘copy’ feature of eSeePay online DPVs. Please see the documentation and tutorial covering online DPVs at the following link.


**Everyone should be converted to the eSeePay ‘online DPVs’ by July 1st.** Be sure to access the materials and complete the quiz so that you can be given access to process DPVs.

**Shopping Procedure Announcements from Business Services**

**PROCEDURE FOR SHOPPING AT WAL-MART**

- Wal-Mart has made changes to its process for corporate purchases utilizing POs, and as a result, has assigned an account number and customer number to Saint Louis University. Both have been incorporated into Wal-Mart’s vendor information and will be referenced in the address section of the PO as well as the tax exempt number.
  - Purchase orders need to be entered with the Banner # 000322974 OF 1. The purchase order will have our account number and customer number in the address heading and purchase order number at the top right.
  - In order to avoid any confusion at check out, make sure that you enter this statement in the Doc. Text screen when creating your requisition: “This purchase order valid with SLU employee or student ID”.
  - Be sure to list the names of authorized users in the Document Text Screen while creating your requisition. This will print out on the PO.
  - It is not necessary to have a Wal-Mart card but you do need to have a copy of the PO with you when you visit the store and your SLU employee or student ID.

- When the department obtains the PO, the SLU Representative will shop for their items at one of the following stores: Maplewood Commons, Kirkwood, or Fairview Heights, IL.

- If any problems occur when presenting the PO, please ask for the store manager. Each store manager knows our shopping procedure.

- Wal-Mart has agreed to print the PO number on the top of all invoices as a quick reference for our Accounts Payable department. The cashier will also make a copy of your PO at the register.

- **In the case of large purchases or the purchase of multiple items, Business Services may be able to assist you further with discounted Wal-Mart pricing.** Please contact either Mary Gavach at 977-1455 or Lee Kneibert at 977-7045 for assistance.

Updated 12/3/08
PROCEDURE FOR SHOPPING AT SAM’S CLUB

- Departments may obtain a Sam’s Club card by contacting Business Services @ 314-977-1455. For your convenience, Sam’s has set up new membership sign-up dates each quarter. You may sign up within two weeks of the sign-up date to obtain membership.
  
  * Special note:  *if you need a card immediately and cannot wait until these sign-up dates, you can still contact Business Services to obtain a card but you will be charged $30.00 for your first year membership instead of $15.00.* The sign-up dates are:
    - January 1
    - March 15
    - July 1
    - Oct 1

- Business Services will provide users with a letter that has your assigned Sam’s account number. The user will take the letter and copy of the Missouri Sales Tax Exempt letter to Sam’s to obtain a card to shop at their Membership Desk.

- A department may request up to 2 Sam’s cards; there is a $15 annual membership charge per card. The charge will be applied to your purchase order.

- Sam’s will accept standing purchase orders. Please use vendor # 000010578 OF 2 when you create your requisition.

- You will need to enter a new standing order at the end of a fiscal year.

- All receipts are to be stored in your department, accounts payable may request a receipt to verify certain purchases.

  --If you have any questions please contact Mary Gavach @ 314-977-1455 or mgavach@slu.edu.

Requisitioning Tutorials Available

There is now an alternative to the monthly hands-on Banner Finance INB Requisitioning training session. New users may view the following on-line Camtasia tutorials:

- Creating a Purchase Requisition
- Creating a Change Order, Canceling, Copying, and Modifying a Purchase Requisition
- Approver's Tutorial (Viewing and Approving Requisitions in SSB)

There is a brief quiz at the end of each tutorial that highlights key points and the INB manual may also be used as a resource. The tutorials and INB manual (along with the other Finance manuals and user guides) are located at the following address:


Chaifetz Parking Reminder

Updated 12/3/08
Parking Arrangements For Chaifetz Arena Events - Effective immediately, the SLU community should be aware of the proper parking arrangements for events at Chaifetz Arena. The resident lots are unavailable for Arena event parking--please avoid the Gonzaga, Regis, St. Peters, and LeMoyne lots.

Event Parking east of Grand Avenue (Olive Garage & designated lots)
Please be aware that all revenue from Chaifetz Arena parking supports the building operation. SLU permit holders will be required to pay the designated parking fees at these locations:

The Olive Garage has been the main location patrons are using for Arena parking ($10 fee).

Some drivers prefer surface parking lots, which offer convenient entry and exit and help to ease traffic congestion. Lots available for paid event parking include:
- Theresa (at Olive & Theresa) $5 fee
- Washington North & South (at Washington and Josephine Baker) $5 fee
- Monastero (Olive east of Compton, between Cardinal and Garrison) $5 fee
- Sigma-Aldrich (at Compton and Spruce) $7 fee

SLU Parking west of Grand Avenue (Laclede Garage & designated lots)
SLU permit holders who display their valid hangtag from the rearview mirror will receive complimentary parking in these areas:

Laclede Garage after 4 p.m. for event parking. Access the garage at the west "Cardholder Only" entrance to avoid the general parking for the event.

Lots west of Grand after 5:30 p.m. Obtain access with your parking card. Surface lot locations include:
- Georgetown (on Laclede, between Grand and the Simon Rec. Center)
- Fordham (behind Reinert Hall)
- Santa Clara (behind the Shell station at Grand and Forest Park Parkway)
- All other "General" lots on campus--Seattle, St. Joseph, Loyola, and Holy Cross