Welcome to the AGGIE PURCHASING BUZZ. We are seeing and hearing a great deal of excitement concerning the roll-out of AGGIE-MART. We have presented a number of live demonstrations to the campus community. Our goal is for the Division of Student Affairs to submit our first order on September 21, 2010.

Since our last issue we have partnered with our cross town sister institution UNC-G for the printing of our new stationery and business cards. This is a win-win partnership for both universities as we continue to assess our available resources during these lean economic times. Starting this month, the University will begin a phased approach to transition from the old University stationery to exclusive use of the new stationery. The timeline to completely discontinue the use of the old letterhead, envelopes and business cards is November 30, 2010. If you have a lot of old letterhead, please contact Kris Lassiter at Aggie Print (334-3629) about making notepads for your department.

The Purchasing Office is involved with or leading a number of re-engineering initiatives. In conjunction with the Office of Legal Affairs, Comptroller Office and Human Resources we are recommending new policies and procedures for University Contracts. The new University Policy is being reviewed and we hope to have something to you by January 2011. However, only after the new processes have been reviewed and approved will they be communicated to the campus community. In addition, we will hold campus wide workshops to present this information and answer questions.

We are working (continued page 2)
As you well know, the State has released the funds for Fiscal year 2010-2011 and the Banner System is fully available. With the many events that occur throughout the school year, budget planning is critical for each department. Planning will assist the purchasing department in getting your requisitions processed and turned into purchase orders more efficiently. This in turn will guarantee your orders are in place for any events as well as the timely arrival of your supplies. So that all parties are on the same page, we would like to remind you of some basic purchasing procedures.

1. Purchases with a dollar total of $5000 or less do not require competition. However, each request must be submitted with a current quotation (30 day period).

2. The University is required to issue a written request for quotations for purchases that exceed $5000 and are less than $25,000. Generic specifications/scope of work should be submitted to the Purchasing office with a valid purchase request (signatures and budgets in place). The attached request should cover the estimated amount of the purchase.

3. Purchases between $25,000 and $100,000 require a formal bid process. The Purchasing Office is required to post the Information for Bid (IFB) on the State Interactive Purchasing System located at www.isp.state.nc.us/isp/pubmain.asp. This posting is required for a period of ten calendar days prior to the proposal/bid due date.

4. Guidelines for purchases exceeding $100,000 can be found on the Purchasing Department website.

Your North Carolina A&T Purchasing Agents work tirelessly to ensure you are receiving the best products at the best prices. To be certain that the best choice is being made for the University, the Purchasing Department runs by a Code of Ethics for each transaction we participate in.

1. Give the first consideration to the objectives.

On the right: Jasmine Lester and Tony Little

Purchasing 101: Basic Purchasing Procedures

The University opened up use of the new printing website Aggie Print and has begun to introduce the use of new stationary to the campus. Our new partnership with UNCG to provide printing services for the new University Stationary is an economic decision that will benefit the campus in the future. It is based on the recommendations made by the UNC President’s Advisory Committee on Efficiency and Effectiveness (PACE).

If you have not yet visited the Aggie Print website, please do so and familiarize yourself with the process of ordering the new stationary, business cards, and letterhead. We understand that the new process will take some time to learn and get accustomed to using. Below is a step by step outline of how to complete an order using Aggie Print starting from How to Set Up an Account in Aggie Print and ending with How to Receive an Order from Aggie Print.

(continued page 4)
Purchasing 101 continued

and policies of my institution.

2. Strive to obtain the maximum value for each dollar of expenditure.

3. Decline personal gifts or gratuities.

4. Grant competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

(continued on page 4)

How To: Banner Indexing

As you may have gathered, NC A&T is on a mission to make processes more user friendly across campus. Another change that has taken place is the implementation of Indexing into Banner Systems. Banner Indexing will allow the system to populate the correct financial information into Banner, eliminating steps and making requisition creation faster.

Currently the index field is up on all screens in Banner. Simply insert the fund number into the index field and Banner will populate the program and organization codes for you. This will eliminate the possibility of any user inputting incorrect information and allow accounting to be more efficient and consistent when processing the information.

The Indexing feature will also be used in the new e-Procurement System AGGIE–MART. Like Banner, users will input the index (fund) number into the field and AGGIE-MART will populate the additional information behind the scenes.

We ask that you become familiar with this feature because it will make the change in systems less difficult.

We Dream of AGGIE–MART

aspect of their task and will soon shift gears into the payment re-engineering aspect. According to Co-Project Lead Anthony Grice, “Most all areas of the University have been streamlined to three or less requisition approvers. This is a significant improvement from the nine to twenty-one approvers we observed at the beginning of the committee’s review... The work of this committee will greatly reduce the cycle time for requisition-to-purchase order creation.”

With the launch of AGGIE–MART fast approaching, the Purchasing Department will be contacting select departments on campus and beginning training on the new System. Trainings will be held throughout the month of September and October. As we work on training the campus, there will be a period of

(continued on page 4)

Purchasing Specialist: Meet Team 2

Tammie LeSane and Stephen Pass

The role of the Purchasing Department is to administer the procurement function for the University by ensuring that all policies and procedures are properly administered.

The Department is staffed by a Director, an Assistant Director, four purchasing specialists, and three support staff. We are fortunate to have a great group of people who work in the Purchasing Department.

We are proud to introduce two of our wonderful staff members; Tammie LeSane and Stephen Pass. Tammie LeSane has been employed with the University for over twelve years. Tammie says she likes working in Purchasing because of the team work, great leadership, open communication, and opportunity to meet and help

(continued on page 4)
A Step by Step Guide to Aggie Print

How to Set Up an Account in Aggie Print

1. Log onto the URL for Aggie Print at www.myorderdesk.com/AT. This should bring you to the home page of Aggie Print.
2. Scroll down to the Home Page to “Enter your contact information.” In most cases you will not need to download to print driver, so disregard the prompt unless you have a problem.
3. Follow the steps to create an account in the system.
4. Aggie Print will send a notification that you are active in the system and are able to complete orders.

How to Order Stationary in Aggie Print

1. Go to the Aggie Print website www.myorderdesk.com/AT and log into the System.
2. Click on the “Order” Tab
3. Make your ordering selection from the list (Business cards, Letterhead, Envelopes).
4. Scroll down and enter the requested information. After entering all the information, click on “View Proof” to verify all the information.
5. You may print a copy of the proof for your records (if desired).
6. Hit the Green Send Button. This will place your order in a cue. However the order will not be released until after the Purchasing Department received a requisition for the order.
7. Print the confirmation page.
8. Create a Banner Requisition and attach the Confirmation Page to the requisition. Obtain all necessary signatures and forward both copies to the Purchasing Department for processing. UNCG’s BANNER NUMBER IS 950190811, PO SEQUENCE #2.
9. **The Purchasing Department will assign a purchase order number to your order in Aggie Print and release the order for printing. YOU CANNOT USE THE PCARD FOR PAYMENT!

How to Receive an Order from Aggie Print

1. Your order(s) will be delivered by A&T University delivery.
2. After receiving your order, check to ensure all printing is accurate. If so, go into Banner and receive the purchase order that has been assigned to your order.
3. If the order is incorrect, please contact Kris Lassiter at 336-334-3629.

Nikki Williams and Jorenda Lennon in the Purchasing Department are your contacts at A&T if you have any issues. You can reach them at 334-7555.

We Dream of Aggie Mart cont.

Dual use of the purchasing systems. Those departments that are trained by the beginning of October will be using AGGIE-MART as their main procurement system. Those not trained will continue to use the Banner System.

The Purchasing Department and their phenomenal team are working night and day (literally) to ensure the transition from paper to electronic requisitions is as easy as possible for the entire campus. We invite you to attend the upcoming information sessions and learn as much as possible about AGGIE-MART to be better prepare for the transition.

On the right: Elfrida Mensah (Housing and Residence Life) and others in AGGIE MART Training for the Division of Student Affairs
people. Her hobbies include leading the dance ministry at her church and Zumba. She is also the proud mother of two children and this year her son is an A&T freshman.

Stephen Pass has been in Purchasing for over 20 years, but is a recent addition to NC A&T as of March 2009. In his career, he has worked with purchasing items from fresh meat to corporate budgets of $500,000. Along with being an active father to two daughters, he enjoys playing gold, biking, and football and is an active elder in his church as well as Senior Youth Group Director.

Tammie and Stephen make up Team 2 in our department and are responsible for the following:
Division of Business and Finance
School of Business and Economics
School of Technology
School of Nursing
University and Library Studies
School of Graduate Studies

If you are in one of the departments above, contact either Tammie or Stephen for assistance.

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Purchasing Specialist (ext. 2220)

Tony Little
Systems Administrator (ext. 2255)

Julia McLean
Support Service (ext. 2247)

Jasmine Lester
Temporary Support (ext. 2250)

Faye Wynn
Temporary Support (ext. 2251)

Richard Clegg
Temporary Support (ext. 2277)

VISIT OUR WEB-SITE AT
http://businessfinance.ncat.edu/
and click on
Purchasing

Important Announcements:
The Purchasing Department is pleased to welcome our new Systems Administrator for AGGIE-MART, Tony Little. A graduate of NC A&T, Tony has over 25 years in Information Technology experience. Please welcome Tony back to Aggie Land!

Purchasing 101: Basic Purchasing Procedures

7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

11. Foster fair, ethical and legal trade practices

It is not only important for Purchasing Agents to act with clear ethics, but also for University employees. Please refer to the University and State (executive order #24, N.C. General Statute 133-32) policy. Let’s work together to make sure North Carolina A&T State University has a reputation of strong ethical standards.