News involving all areas of UW-Extension Business Services:

This is the first newsletter put out by UW-Extension Business Service Departments. The newsletter will be put on our web site the first week of every month.

**Business Services**

**Accounting Services**

**Cashier Services**

Department email: uwexcashier@uwex.edu

**Grants (Extramural Support)**

**Directions for WISPER**

OES has completed a desk reference which provides step-by-step instructions and accompanying screenshots for creating, routing, and approving WISPER records, which are required for routing proposals and contracts for signature. This will be made available very shortly on the WISPER webpage on OES website.

**New Financial Conflict of Interest (FCOI) policy for U.S. PHS funding**

Starting August 24, 2012, UW-Extension has a new FCOI policy for anyone who submits a proposal and/or has an award with any U.S. Public Health Services (PHS) funding agency. These would include the National Institutes of Health (NIH), Centers for Disease Control (CDC), Substance Abuse and Mental Health Services Administration (SAMHSA), etc. For a full listing, please see the PHS website. The new UWEX policy and related forms are posted at UWEX’s Conflict of Interest website.

**Purchasing Services**

Judy Van Blarcom is now working Monday and Wednesday’s in the Purchasing Department. She reviews and signs contracts for Purchasing along with issuing purchase orders. Judy is at 608-890-4661 or judith.vanblarcom@uwex.edu

**Contract Updates:**

All Contracts for UW Madison, UW System and DOA can be viewed through this gateway.

The Computer Peripheral Contract (UW Madison contract) should be used for items such as cables, cards, drives, computer accessories, hubs, memory, monitors, multimedia, office electronics, power protection, projectors, scanners, and OEM (Original Equipment Manufacturer) toner.

The Printer Contract must be used for all printer purchases.

**Fleet Vehicles:**

Since July 1, 2012, the Purchasing Department needs to receive a Mileage Report Form for each month for UW-Extension owned vehicles assigned to your department.
Any personal mileage on these vehicles need to be computed using the Reimbursement Formula Form and a check written to UW-Extension for the amount due.

High Risk Insurance Certificates:

Insurance coverage is required of a vendor when goods are to be installed or services are to be provided by that vendor on University property or on privately owned property that the owner has allowed the University to use. Worker compensation, general liability, and comprehensive auto liability (owned and non-owned) are required as stated in UW-Extension Standard Terms and Conditions. Additional coverage may be required depending on the situation. A Certificate of Insurance will be required of all vendors providing High-Risk services. Vendors performing High-Risk services are required to have a certificate of insurance document on file before services are performed.

The list of High Risk Insurance Certificates on file with UW Extension is now updated monthly.

Printing:

State rules regarding purchases of printing services from external (private) vendors are very restrictive. State Mandatory Printing Contracts or UW Printing Service Centers must be used for printing services. A Purchase Order is required for all printing over $50.00.

Purchasing Card

The Purchasing Card web site was recently updated. Please check it out for forms, calendars, and manuals.

The Purchasing Card Review is nearly complete for Fiscal Year 12. Listed below are areas that need improvement. Cardholders will receive an email with the findings when the review is complete.

Audit Review findings:

Business need must be included with the log form for each transaction.

Gas – for rental car only. The rental car charge must be on the same purchasing card.

Calendars/Planners need to be ordered off of the State Mandatory Office Supply Contract and not with Franklin Covey or other vendors.

Office Supplies – Must be ordered off of the State Mandatory Office Supply Contract. Only use University Bookstore or other office supply stores in emergency situations when product is needed before next order. Also provide detailed information regarding the product(s) purchased, the business purpose of the purchase, who the purchase was made for and the justification as to why the statewide contract was not used.

Parking expenses are only authorized for overnight airport and overnight hotel parking related to travel.
Lodging is still $70 for counties other than Milwaukee, Racine, & Waukesha; whereas the maximum rate for those three counties is $80. If lodging rates exceed the maximum amounts based on the county lodged in, documentation indicating requirement or explanation of reasonableness of such expenses is required. If the above requirements have not been met, then the individual is required to reimburse the State for the excess expenditure.

Meals – The purchasing card is not allowed to be used to purchase individual meals.

**Simplified Bid Process:**

The Simplified Bid limit has increased from $25,000 to $50,000. This does NOT include Waivers or Request for Proposals which still remain at $25,000. The department has the option to obtain the required three quotes provided they are following the **Simplified Bid Process** and using the **Simplified Bid Summary** Form.

**Sole Source Waiver:**

State of Wisconsin Purchasing Policy states the competitive bidding process is the preferred method for purchasing supplies or services and is to be used in every case unless it can be determined, and justified, that competitive bidding is neither practical on a given procurement, nor in the best interest of the University.

A waiver of the bidding process may be requested on a case-by-case basis. For transactions up to $24,999.99 UW-Extension **Sole Source Justification** is needed.

Waiver requests over $25,000 still requires a Governor’s Waiver.

**Training Workshop:**

The Purchasing Department is offering an overview workshop on Purchasing Rules, Policy, and Purchasing Card. This workshop is for any staff that buys items for their department. This is an annual training and staff is strongly encouraged to attend. Please forward this information to anyone who might be interested.

Date: Thursday, October 25, 2012
Time: 9:00 AM – 11:30 AM
Location: Pyle Center
Wisline Web will be available for employees outside of Madison

Please email Jean Storandt jean.storandt@uwex.edu to register for this workshop

**Wireless Services:**

The **Cell Phone/Wireless Service** Web site has been updated with the new State wireless contract information.

Cell phones, air cards, and tablets cannot be used outside of the lower 48 states. No international use of cell phones, iPADs, or air cards. Air cards have roaming charges when outside the home area.

The Annual Wireless Services review was due September 28th.
Purchasing Reminders

Requisitions are required for purchases over $5,000 and require a competitive bid process. The requisitions must include a Contract Number, Simplified Bid documentation or a Sole Source Waiver Form. If your requisition is incomplete there is a delay in the processing.

Toner needs to be ordered off of the State Mandatory Office Supply Contract not Shadow Fax, etc.

Travel

Air Travel:

The new UW System policy regarding the booking and payment of business air travel took effect August 13, 2012. The self-booking airfare tool Cliqbook has been improved and renamed Concur. The UW System’s use of Concur for booking online airfares is required through the Wisconsin Department of Administration’s contract with Fox World Travel until June 30, 2013. However, the revised air policy does not require the purchase of airfare in Concur, if the same flight is found on another internet site for **at least $100** less than on Concur. But the new policy clearly outlines the expectation to compare fares in Concur for individual, domestic airfare **before** booking airfare on another internet site. If booked on another site, documentation of fares from both Concur and the other internet site will be required for reimbursement. For those already using Concur, no cost comparisons are necessary. Booking through Concur is the preferred method because UW System’s airline discount agreements are tied directly to Concur volume.

**Happy Customer Service Week October 1-5, 2012**

Our goal is to provide quality services to our customers, while assuring compliance with various statutory and administrative requirements.

We hope you find this newsletter helpful for you to fulfill your role at UW-Extension. Thank you for making our jobs easier!

If you have any comments/suggestions for the newsletter please email Jean Storandt at jean.storandt@uwex.edu

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Be the one to make a difference
Be the one to share a smile
Be the one to show you care
Be the one to spread joy
Be the one to listen deeply
Be the one that customers turn to
Be the one to practice patience
Be the one to lead the way
Be the one to see things through
Be the one to offer help