

# News from Procurement Services – September 2018

## The Procurement Services Team

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Webpage – [Procurement Services](#)

## Back to School Edition

Procurement Services welcomes back faculty, staff and students to campus. This issue has been prepared to allow an opportunity to review key topics that occurred over the summer and earlier in the year.

- [Procurement Team Wins AEP Award](#)
- [Personal Car Rental Insurance](#)
- [Receiving](#)
- [Campus Beverage](#)
- [ATM Machines](#)
- [Procurement Card Limit Review](#)
- [Large Purchases](#)
- [Updating iProcurement Charge Accounts](#)
- [Microfilm Disposal](#)

## Procurement Services Team Wins AEP Award

The University of Northern Iowa has been awarded the prestigious 23rd Annual Achievement of Excellence in Procurement® (AEP) for 2018 from the National Procurement Institute, Inc. (NPI). The AEP Award is earned by public and non-profit organizations that obtain a high application score based on standardized criteria. The AEP is awarded annually to recognize Innovation, Professionalism, E-Procurement, Productivity, and Leadership in the procurement function.

The University of Northern Iowa is one of only 27 higher education agencies to achieve this award.

## Important Notice Regarding Personal Use Car Rentals

Effective August 1, 2018, personal use car rentals with National and Enterprise for faculty, staff and retirees no longer include damage waiver coverage or third party liability coverage for rentals in the United States. COMING SOON – National and Enterprise will be launching a new booking portal that will automatically provide program discounts for business and personal use car & commercial truck rentals. When this portal is available we will provide an update in this newsletter and on the Procurement Services web page.

## Receiving

It is important to receive on all iProcurement items as soon as they arrive on campus. [Receiving Instructions](#) are available on the iProcurement resource page. If you experience any issues, including returns or credits, please contact Procurement Services.

## Switching From Pepsi to Coke

After many years the University of Northern Iowa has changed from a Pepsi campus to a Coca-Cola campus. On July 1st UNI started a ten-year relationship with Coca-Cola as our exclusive beverage

provider for the University. New Coke equipment was installed across campus throughout July and we appreciated your patience during this transition. This exclusive agreement includes sponsorships, student internships, product donations and other marketing opportunities. FAQ's are available on the Procurement Services website <https://obo.uni.edu/procurement-services>, or contact Molly Unga at x6448 [Molly.Unga@uni.edu](mailto:Molly.Unga@uni.edu) with questions.

### Campus ATM Machines

Mobile Money is the new provider for ATMs on campus; the Mobile Money units replace those previously serviced by Veridian Credit Union. See below for an updated list of ATM locations and service fees:

Location	Maucker	Towers	Redeker	23 <sup>rd</sup> Street	McLeod	UNI Dome	Gallagher	UNI Bookstore
Fee	\$1.50	\$1.50	\$1.50	\$1.50	\$3.00	\$3.00	\$3.00	\$3.00*

\*The ATM at the Bookstore is owned and operated by Wells Fargo

### Procurement Card Limit Review:

Procurement Services is set to begin its annual review of Procurement Card Limits. This analysis seeks to set the monthly spending limit and per transaction limit in line with historic procurement card usage. Last year's review reduced the University's exposure to potential fraud by \$1.7 Million. Procurement Services emphasizes that this review is an internal control and not designed to discourage use of the Procurement Card. Procurement Services recommends increased usage of the card especially for (non-IT related) small balance purchases under \$5,000. If your spending history indicates a limit change may be necessary you will receive a letter from Procurement with an option to appeal the decision. If you have any questions please contact James Tanzosch.

### Planning a Large Purchase?

High dollar items must be purchased in a competitive environment. If someone in your department is contemplating a purchase over \$25,000, please contact a purchasing agent immediately to determine the best process to meet procurement rules.

### Updating Your Favorite Charge Account in iProcurement

Many users save general fund accounts as favorites in iProcurement, and those accounts will need to be updated for FY19. Step-by-step instructions can be found on the [iProcurement Resources Page](#), with a link to a PDF document titled, [How to Update Your Favorite Charge Accounts in iProcurement](#).

### Disposal of Microfilm

The shred bins provided from The Shredder (as well as old bins from On Site or other vendors) are not the proper location to dispose of microfilm. To properly dispose of microfilm it needs to be handled separately from the paper in the bins. If you have questions on the disposal please contact [Jon Westhoff](#). Please visit our [contracts page](#) or [website](#) for additional information.

Please visit our [contracts](#) page, [current](#) bids, [awarded](#) bids, or [homepage](#) for additional information.