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EXECUTIVE ORDER 82

The following changes have been made to the Financial and Budget Administration Policies & Procedures Manual, Purchasing Activities, Section 6.22 Allowable/Non-allowable Expenditures.

ALLOWABLE EXPENDITURES

POLICY	STATE LAW OR POLICY
Individual serving-sized plastic containers of water for emergencies or for safety and health reasons (State or Local Funds). Individual bottled water is allowable for other requirements using local funds only.	Executive Order 82 effective 6/10/09 – 7/1/13.

NON-ALLOWABLE EXPENDITURES

POLICY	STATE LAW OR POLICY
Purchase of virgin paper used in copiers, faxes, printers, and other office equipment.	Executive Order 82 effective 6/10/09 – 7/1/13.
Purchase or lease of equipment without Energy Star designation when such designation is available.	Executive Order 82 effective 6/10/09 – 7/1/13.

Revised 7/22/09

OFFICE SUPPLIES – SWAM UTILIZATION

Tier III Performance Measures require utilization of SWAM firms. Many individuals are purchasing their office supplies from SWAM firms which helps the university fulfill its objective in meeting this performance standard. If you are not currently using a SWAM firm for your office supplies Purchasing strongly encourages you to give a SWAM firm the opportunity to earn your business.

Recently, VCU came to terms on accessing a cooperative agreement established with Guy Brown Products, a certified minority-owned firm. The pricing for VCU on this contract is competitive and represents at least 3.5% savings over the comparable State contract with Guy Brown. Departments can access a punch out catalog for Guy Brown in eVA and take advantage of this cooperative contract pricing.

The local representative is Darryl Wingo. He can be reached by email at DarrylWingo@GuyBrownProducts.com or by phone at 804-723-2482.

If you have any questions about purchasing office supplies or SWAM utilization, please contact Betty Lowther at bmlowthe@vcu.edu or 828-5954.



CHASENS BUSINESS INTERIORS / HERMAN MILLER PRODUCTS

Purchasing has been notified that Chasens Business Interiors, the local Virginia representative for Herman Miller manufactured products, has stopped trading due to serious credit related issues. Therefore, effective immediately Chasens is no longer providing VCU with Herman Miller products.

The new authorized Herman Miller representative for Virginia is American Office, which anticipates establishing a Richmond office in the coming weeks. During the interim, Herman Miller is working to fulfill existing customer orders and will try to maintain the original delivery schedule.

VCU's point of contact with American Office is Mr. Jimmy Muratt. His email address is Jmuratt@americanoffice.com and cell phone number is 434-284-2701.

If you have open issues that are not be resolved by Mr. Muratt to your satisfaction, please contact Fred Delboy (fdelboy@vcu.edu phone 828-0157).

eVA INTEGRATION REMINDERS

- When placing orders in eVA, please do not select the Bypass ERP Integration box unless instructed to do so. The Integration checks for proper accounting and vendor information and selecting to bypass will eliminate these safeguards.
- Please read any emails received from evapurch@vcu.edu. These emails include instructions on how to correct orders that have failed to go through the eVA/Banner Integration.
- The substitute W-9 (vendor registration form) must be filled out and signed by an authorized agent of the company, not by the department, and should be emailed to the vendinfo@vcu.edu or faxed to 804-827-0490.

DEPOSIT DROP BOX RELOCATION

The deposit drop box formally located on the first floor of Sanger Hall has been relocated to the VMI building, room 323. If you have questions concerning deposits, please contact Charles Culver at cmculver@vcu.edu or call 8-4365.

MINORITY-OWNED TONER SUPPLIES / OFFICE SUPPLIES / OFFICE FURNITURE FIRM

Toner Express, USA is a DMBE certified minority-owned business located in Upper Richmond, VA / metro area, which provides toner supplies, office supplies and office furniture; and offers free shipping and next day delivery.

For more information, contact Ms. Janet Wheeler @ 800-526-1902 / janet@tonerexpress.com.

ePRINT BUDGET REPORTS

FGRBDSC and FGRODTA reports are now available on e-Print at <https://eprint.adm.vcu.edu/cgi-bin/eprint.cgi>.



Fiscal Administrators' Newsletter

August 2009

As you review the reports you may have questions concerning the data contained within them. Please briefly outline your questions on a Financial Inquiry and forward directly to the appropriate department via e-mail, fax, or campus mail. Remember that you can check the status of deposits or disbursements through the on-line inquiry screens

