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EXECUTIVE ORDER 82

Governor Kaine's [Executive Order 82 \(EO82\)](#) became effective June 10, 2009. For the most part, it reiterates a lot of the same procurement standards stated in [Executive Order 48 \(EO48\)](#). However, there are three additions to be aware of, which require due diligence to be in compliance. Below are the highlights of EO82 that require attention.

- Energy Star-rated appliances and equipment must be purchased (or leased) when an Energy Star designation is available. (Same as EO48).
- All new copiers, faxes, printers, and other such office equipment purchased or leased must be recycled paper-compatible. (Same as EO48).
- Recycled paper must be purchased except where equipment limitations preclude such use. (Same as EO48).
- Individual serving-sized plastic containers of water may not be purchased using State funds, except for use in emergencies or for safety and health reasons. Departments may purchase the aforementioned water using local funds. (This item is new in EO82).

⊕ NOTE: If purchasing individual serving-sized plastic containers of water using State funds, the department must document the emergency or safety and health reasons. The documentation can be stated on the purchase order.

- When selecting sites within the Commonwealth for conferences and meetings (excluding State facilities) which will be attended by fewer than 50 people, departments should strive to use "Virginia Green" certified facilities. For meetings attended by 50 or more people (excluding State facilities), only "Virginia Green" certified facilities shall be used unless permission to select a different site has been granted. Meetings, regardless of size or location, shall minimize the use of paper; meals should avoid disposable materials; and any disposable materials should be biodegradable or recyclable. The following is a link to the Department of Environmental Quality's website containing information regarding "Virginia Green" (note the Main Menu on the left side) <http://www.deq.virginia.gov/p2/viriniagreen/homepage.html> (This item is new in EO82).

⊕ NOTE: EO82 requires facility exception approval by the Governor's Chief of Staff. Any exception request must be approved by your respective Vice President, who will present the request to the Chief of Staff and notify the respective department with the final decision. Approval must be received prior to reserving non-"Virginia Green" facilities (50 or more attendees).



- Travelers are encouraged to: carpool to meetings; use video conferencing and conference calls; and purchase alternative fuels when available. (This item is new in EO82).

Should you have any questions regarding this email, please contact Betty Lowther (8-5954) or Jamie Lassiter (8-3409).

TONER CARTRIDGE TELEMARKETING SCAMS

Purchasing has been made aware that certain toner cartridge telemarketers have targeted VCU in an attempt to take advantage of an unsuspecting victim. The Federal Trade Commission (FTC) has recently been combating these fraudulent firms and are holding some accountable.

Much more can be learned on how these firms operate, how they dupe consumers, companies and government institutions and how they are being taken to task. We encourage you to go to www.spamlaws.com/phone-scam.html to learn more of about phony toner cartridge firms and other telemarketing scams.

Contact Fred Delboy at 8-0157 or at fddelboy@vcu.edu if you need assistance or have any questions as concerns these fraudulent telemarketing scams.

RENTAL CARS - ENTERPRISE

VCU utilizes a VASCUPP contract with Enterprise Rent-A-Car to provide vehicles for short term travel by University employees when a rental vehicle has been determined to be the most cost beneficial means of transportation.

Virginia Commonwealth University's new VASCUPP account with Enterprise has been established. Employees traveling on business are eligible to rent vehicles at a discounted rate through this contract. The new account number is **L212005**. Employees need to provide this account number when making a reservation at their local Enterprise location. Employees ages 21 and older are eligible to rent vehicles at the discounted rate. Employees must be 25 years of age to rent 12/15 passenger vans.

SHIPPING / FREIGHT EXEMPT FROM eVA TRANSACTION FEES

There are two (2) exempt options for Shipping & Freight when used as a separate line item in an e-Mall order

- Select Commodity Code
 - SHIPPING (NIGP 96286)
 - or
 - FREIGHT (NIGP 96286)
- By making the appropriate selection, eVA will exempt the shipping / freight charges from eVA Transaction fees for both the Agency and the Vendor.

DEBARRED VENDORS

Has the vendor you are about to do business with been debarred or prohibited from doing business with the Commonwealth of Virginia? Departments are reminded to routinely check the status of vendors to ensure they



are in good standing; this includes p-card purchases. For a listing of debarred and prohibited vendors, visit the eVA home page at: <http://www.eva.virginia.gov/> and click on the Debarment List and Prohibited List at the bottom of the Quick Links listing.

FEDEX CONTRACT

Effective June 2009, VCU is accessing the Educational & Institutional ("E&I") Cooperative Purchasing contract (contract #: CNR-01193) for "Express Package & Delivery Related Services" from FedEx.

Answers to frequently asked questions are available on our website: ([FedEx Contract FAQ](#))

AIRGAS CONTRACT PRICE INCREASE

Beginning July 1, 2009, the Division of Purchases and Supply (DPS) state contract for Gases: Medical, Laboratory, Welding and Protocol #E194-1027-09-2 has a 6.0% increase on the price of the gases. The cost of the cylinders did not increase. The contract is available at:

<http://dps.dgs.virginia.gov/dps/contracts/CovaContractDetail.aspx?ContractNumber=E194-1027-09>

Please access the information linked to AWARD – REVISED with CHANGE #2 for details regarding contract products and prices.

EMPLOYEE DISCOUNTS OF 10% AVAILABLE THROUGH BARNES & NOBLE @ VCU

Barnes & Noble @ VCU on the Monroe Park Campus and on the MCV Campus offer full-time faculty and staff a 10% discount on all purchases, excluding computer related products and special services. The discount cannot be combined with other discount offers or programs. A valid VCUCard ID is required. Please see the store for details.

DEPARTMENTAL DISCOUNTS OF 20% AVAILABLE THROUGH BARNES & NOBLE @ VCU

Barnes & Noble @ VCU on the Monroe Park Campus and on the MCV Campus offer a 20% discount on all departmental purchases, excluding textbooks, computer related products and special services. The discount cannot be combined with other discount offers or programs. Please see the store for more details.

TRAVEL TRAINING CLASSES

The July Beginning Travel Training Class will take place on Thursday, July 30, 2009, from 8:30AM - 12PM. Please bring a calculator.

July's Conference and Meeting Basics: A-Z Training class will take place on Tuesday, July 28, 2009 from 8:30AM - 12PM. Come prepared with questions on policy or travel issues that you would like to have answered.

A Refresher Travel Training Class will be offered Thursday, August 13, 2009 from 8:30AM - 12PM. Come prepared with questions on policy or travel issues that you would like to have answered.



All classes will be held in Conference Room 200, at 10 South 6th Street. To register, go to: <http://training.vcu.edu/>. Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search." Next, select the appropriately titled class and follow the instructions to register. Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078 with questions concerning these training classes.

MOVING AND RELOCATION TRAINING CLASS

This 3-hour class covers the basics of Moving and Relocation policy as well as the particulars about how to complete a Moving and Relocation reimbursement package. The training session is excellent for the beginner, but also serves as a good refresher course for the person experienced in the preparation of Moving and Relocation.

The class will take place on Wednesday, August 12, 2009 from 9AM - 12PM in Conference Room 200, at 10 South 6th Street. To register, go to: <http://training.vcu.edu/>. Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search." Select "Moving and Relocation Training Class" and follow the instructions to register. Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078 with questions concerning this training class.

ePRINT BUDGET REPORTS

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

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.

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