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PROCUREMENT SERVICES

Newsletter

LEGISLATIVE & INFORMATIONAL NEWS

EXECUTIVE ORDER NO. 50

On February 17, 2010, Governor Bev Perdue signed Executive Order No. 50 – Enhanced Purchasing Opportunities For North Carolina Businesses. Its purpose is to give preference as far as may be practicable to North Carolina products provided there is no sacrifice or loss in price or quality. The executive order allows for North Carolina vendors who have expressed an interest during the competitive bid process the ability to match the price of the lowest out-of-state vendor thereby keeping the business



within our State's boundaries. Leveraging the buying power of the State could provide an immediate economic benefit to North Carolina citizens and companies during these difficult economic times and should be regarded as a business objective that is advantageous to the State in its procurement efforts. This price-matching policy is established to encourage North Carolina companies to (a) do business with the State of North Carolina; (b) stimulate economic development; and (c) most importantly, create jobs in North Carolina.



Upcoming Event, August 11th

Staples Business Advantage will host an educational seminar on re-manufactured toner cartridges on Wednesday, August 11th from 10 a.m. until 4 p.m. in the Hitchcock room of the Sonja Haynes Stone Center. Throughout the day, there will be information sessions, giveaways, and game show trivia with prizes. Manufacturers of re-manufactured toner cartridges will be on hand to discuss production, quality control, guarantees, and service commitments to meet customer expectations. The sustainability program supported by the

University recognizes the importance of re-manufactured cartridges as it relates to the environment and its impact on the economic base of our society. Everyone is welcome to attend to learn more about the product and its benefit to the University. For details, see page 10.

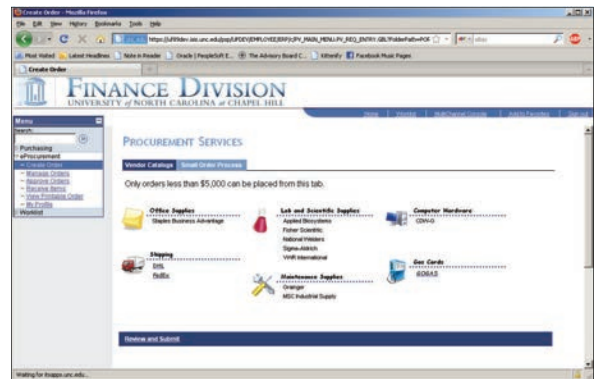
COMING SOON—ePROCUREMENT

e-Commerce Program and Check Request Landscape To Change

An area identified by the Bain report was the lack of item-level expenditure detail. The e-Commerce and check request landscape will change to the PeopleSoft eProcurement (ePro) environment. This environment includes the Vendor Catalog and Small Order Process (SOP) respectively for purchases of goods and services under \$5,000 within the object codes 2XXX and 35XX. System go live will begin in winter 2010-11. What will change is as follows:

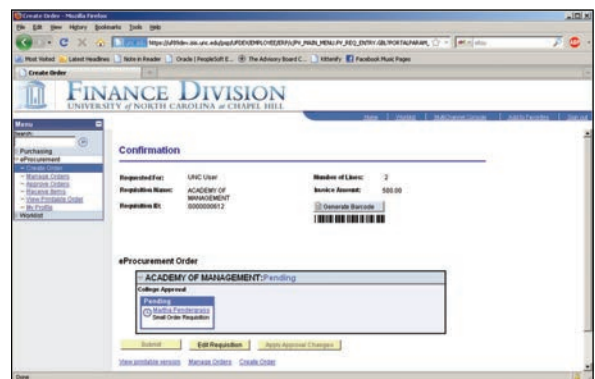
Vendor Catalog Orders

- Access vendor catalog through PeopleSoft ePro.
- No longer need separate credentials for each vendor.
- Account numbers applied based on your profile.
- Easier to split charges to different object codes.
- Need to enter receipts for orders.



Small Order Process (SOP)

- Will be able to enter individual line items.
- Will be able to enter commodity code to identify purchases (can search from a list).
- Account number applied based on your profile (can change if needed).
- Object code applied based on commodity code.
- Your department decides to have auto-approvals or what the approval workflow should be.
- Approvals route automatically.
- Can add approvers or reviewers “on the fly.”
Approvers are required to take action.
Reviewers are notified but do not need to do anything.



What will not change

- Pay for travel, food, services, and independent contractors the way you do now.
- Payments still made through current AP system.
- Still receive MMD statement (with more detail).
- Security still controls access to accounts: Will only see the accounts you access now.
 - Can still get a document number before a purchase (“S number “ instead of “K number”).
- Overall, moving into the ePro environment will provide benefits for the campus departments as a result of lower costs from better negotiated contracts, automated workflow for purchase approval, and improved reporting centrally and departmentally to name a few. For more information on ePro, contact Martha Pendergrass at mjpende@email.unc.edu or (919) 843-5048, or visit the ePro section of the ConnectCarolina website at <http://connectcarolina.unc.edu/hr/payroll/finance/finance/eprocurement.html>.

PAYMENT PROCESSING IN 2011

Coming January 2011, Payment Processing Guidelines

E-Pro Acquisitions Vendor Catalog	Small Order Process (SOP)	Check Request Vouchers	Independent Contractors	Requisitions	P-Card
<p>Apple New</p> <p>Applied Biosystems</p> <p>CDW</p> <p>Dell New</p> <p>DHL</p> <p>Federal Express</p> <p>Fisher Scientific</p> <p>Granger New</p> <p>Lenovo New</p> <p>MSC New</p> <p>National Welders</p> <p>Perkin Elmer</p> <p>Sigma-Aldrich</p> <p>Staples</p> <p>WWR</p>	<p>Commodities of less than \$5,000</p> <p>Repairs & Maintenance less than \$5,000</p>	<p>Moving expenses to reimburse individual</p> <p>Study subject payments</p> <p>Postage</p> <p>Telecommunications</p> <p>Utilities</p> <p>Printing & Binding (if less than \$5,000)</p> <p>Advertising</p> <p>Miscellaneous Services</p> <p>Laundry & Dry Cleaning</p> <p>Meetings & Amenities</p> <p>Miscellaneous Obligations</p> <p>Educational Assistance</p> <p>Royalties</p> <p>Other Employee Educational Expenses</p> <p>Rental or Lease</p> <p>Insurance or Bonding</p> <p>Dues & Memberships</p> <p>Professional & Subscription (Renewable only)</p>	<p>Payments to individuals for personal services</p>	<p>Service agreements</p> <p>Maintenance agreements</p> <p>Equipment purchases</p> <p>Commodities greater than \$5,000</p> <p>Services greater than \$5,000</p> <p>Advance deposits</p>	<p>Advertising</p> <p>Conference Calls</p> <p>Copying/Framing/Photo Developing (that produces a supply item)</p> <p>Credential Verification/Background Checks</p> <p>Medical License/DEA License/Passport Renewal</p> <p>Newsaper/Magazine/Online Subscriptions</p> <p>Printing (if UNC Printing Services is unavailable)</p> <p>Postage/Shipping/Courier</p> <p>Reprints</p> <p>State Contract Purchases (Must Use Contract Vendor)</p> <p>Supplies (Office/Shop/IT/Lab)</p> <p>Utility (Power/Water/Gas/Cable)</p> <p>Vehicle Repairs</p> <p>Zipcar</p>
		<p>3919 - 3991</p> <p>4111 - 4316</p> <p>4511 - 4521</p> <p>4911-4913</p> <p>6571 - 6572</p> <p>6595</p> <p>6901-6902</p> <p>6903</p> <p>6911-6951</p>			<p>4912</p> <p>4913</p>

PURCHASING NEWS

Cost Reduction Opportunity

A few weeks ago, a focus group of campus lab managers suggested that a cost comparison sheet for commonly-purchased lab supplies would be helpful. This type of information will be available on the desktop once the University implements PeopleSoft e-Procurement. In the meantime, Procurement Services is manually sorting through the data. On page 6 is the first of many cost comparisons to come. These cost comparisons will focus on most commonly used and best-priced items within a chosen category. This month's focus is pipettes.

Fleet Fuel Card Contract to GoGas



The State has awarded the Fleet Fuel Gas Card contract to GoGas. GoGas is a Wilmington, NC-based company. Over the last several months, all current Voyager cards were replaced with new GoGas cards. The University is exempt from paying federal excise tax on fuel purchases so it is important to use the GoGas

Fleet Fuel card for fuel purchases. However, all gasoline fuel purchases made in Chapel Hill should be made at the University Service Station (Airport Drive) to get the best pricing (also federal excise tax exempt!).

If you have any questions, contact Dale Poole at dale_poole@unc.edu or 962-3477.

CCI Contract



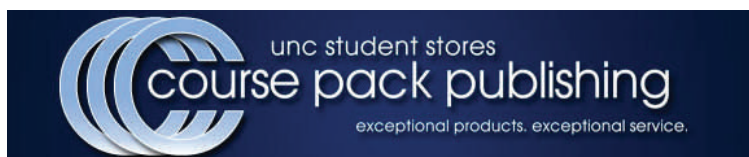
The current CCI contract was awarded to Lenovo in 2007. For information on the CCI program, go to: <http://cci.unc.edu/>. CCI or the *Carolina Computing Initiative* is the program to provide standardized computers (desktops, laptops, tablets, etc.), services and support to the University – but did you

know that the University also has a CCI contract for Apple computers? The contract provides an additional 5% discount off of Apple's Educational Pricing.

For information, go to: <http://store107.collegestoreonline.com/ePOS/form=cat.html&cat=363&store=107>.

To ensure the best pricing, quotes and orders for Apple should be initiated through this site. If you have any questions, contact Dale Poole at dale_poole@unc.edu or 962-3477.

Course Pack Publishing Gets Technology Upgrade



Working with Purchasing Services, Course Pack recently leased new high-tech printing systems to keep up with increased demand for Course Pack materials. For more information, go to

<http://www.coursepack.unc.edu>. For questions regarding equipment leases, please contact Dale Poole at dale_poole@unc.edu or 962-3477.

SAVINGS OPPORTUNITY

Pipette Cost-Savings Opportunities, August 2010



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

ml	Best Price	Vendor Name	Vendor Part Number	Price Per Case	Qty Per Case	Unit Price	Description
1	*	VWR International	82050-474	\$88.95	1000	\$0.09	1ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	7200571	\$101.18	1000	\$0.10	1ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets
2	*	VWR International	82051-118	\$97.49	1000	\$0.10	2ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	7200572	\$118.04	1000	\$0.12	2ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets
5	*	VWR International	82050-478	\$22.97	200	\$0.11	5ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	7200573	\$24.61	200	\$0.12	5ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets
		Fisher Scientific	72009	\$29.47	200	\$0.15	5ml Costar Stripette Disposable Plastic-Wrapped Polystyrene Serological Pipets
		Fisher Scientific	1367610H	\$34.87	200	\$0.17	5ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367811D	\$41.69	200	\$0.21	5ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367522	\$63.69	200	\$0.32	5ml BD Falcon Disposable Polystyrene Serological Pipets
10	*	VWR International	82050-482	\$25.00	200	\$0.13	10ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	7200574	\$26.10	200	\$0.13	10ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets
		Fisher Scientific	720012	\$30.56	200	\$0.15	10ml Costar Stripette Disposable Plastic-Wrapped Polystyrene Serological Pipets
		Fisher Scientific	1367812E	\$82.64	500	\$0.17	10ml Fisherbrand Disposable Standard Serological Pipets
		Fisher Scientific	1367811E	\$33.59	200	\$0.17	10ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367610I	\$36.64	200	\$0.18	10ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367518	\$137.94	500	\$0.28	10ml Falcon Disposable Polystyrene Serological Pipets, Multipacked
		Fisher Scientific	1367549	\$66.86	200	\$0.33	10ml Falcon Disposable Polystyrene Serological Pipets, Individually Wrapped
		Fisher Scientific	1367520	\$67.11	200	\$0.34	10ml BD Falcon Disposable Polystyrene Serological Pipets
		Fisher Scientific	136686	\$73.83	200	\$0.37	10ml BD Falcon Disposable Polystyrene Serological Pipets, Wide tip
25	*	VWR International	82051-182	\$64.00	200	\$0.32	25ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	7200575	\$70.94	200	\$0.35	25ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets
		Fisher Scientific	720014	\$76.45	200	\$0.38	25ml Costar Stripette Bulk Disposable Polystyrene Serological Pipets
		VWR International	20171-044	\$78.23	200	\$0.39	25ml VWR® Disposable Serological Pipets, Polystyrene, Sterile, Plugged
		Fisher Scientific	1367610K	\$87.44	200	\$0.44	25ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367811	\$94.97	200	\$0.47	25ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367530	\$136.35	200	\$0.68	25ml BD Falcon Disposable Polystyrene Serological Pipets
		Fisher Scientific	136682	\$138.80	200	\$0.69	25 ml BD Falcon Disposable Polystyrene Serological Pipets
50	*	VWR International	82051-212	\$79.00	100	\$0.79	50ml Greiner Serological Pipettes, Individually packaged paper/plastic wrap
		Fisher Scientific	1367811F	\$143.64	100	\$1.44	50ml Fisherbrand Polystyrene Disposable Serological Pipets with Magnifier Stripe
		Fisher Scientific	1367527	\$150.61	100	\$1.51	50ml BD Falcon Disposable Polystyrene Serological Pipets
100	*	VWR International	89091-046	\$236.07	100	\$2.36	100ml Corning Stripette Disposable Serological Pipets, Polystyrene, Sterile, Plugged
		Fisher Scientific	7200620	\$23.61	10	\$2.36	100ml Costar Stripette Paper-Wrapped Disposable Polystyrene Serological Pipets

Pricing Comparison of Top Selling Scientific Items on UNC-CH Campus

Manufacturer	Mfg Part #	Description	Std Unit	Fisher	VWR	% Difference
AXYGEN	MCT-175-C	TUBE MICRO 1.7ML CLR 500/PK	PK	\$26.80	\$10.48	-61%
BECKMAN	A21582	BIOMEK TIPS	CS	\$70.15	\$79.37	-12%
BECTON DICKINSON	352059	14ML TBE PP17X100/ST/SNAP 500/CS	CS	\$81.15	\$289.00	-72%
BECTON DICKINSON	352098	TUBE CONIC 50ML W/RACK 500/CS	CS	\$71.00	\$166.15	-57%
BECTON DICKINSON	353003	DISH TISSUE/C 100X20MM 200/CS	CS	\$55.60	\$200.53	-72%
BECTON DICKINSON	353025	DISH INTEGRIT/C 150X25 100/CS	CS	\$88.00	\$215.37	-59%
BECTON DICKINSON	353046	PLATES TC-6-WELL 15.5ML 50/CS	CS	\$40.00	\$88.71	-55%
CORNING	3460	CELL INS 12MM CLR .4UM 48/CS	CS	\$114.41	\$114.41	0%
CORNING	3620	MICRO CENT TUBE 1.7ML 500/CS	CS	\$12.63	\$12.63	0%
CORNING	4251	SERO PIPET 25ML IND 200/CS	CS	\$74.22	\$74.22	0%
CORNING	4487	STRIPET 5ML PAP/PLAS ST 200/CS	CS	\$24.61	\$24.61	0%
CORNING	4488	STRPETTE PPER/PLSTC 10ML 200/CS	CS	\$26.10	\$26.10	0%
CORNING	4489	STRIPET IN PPR/PLST 25ML 200/CS	CS	\$70.94	\$70.94	0%
CORNING	430167	TIS CULT DISH 100X20MM 500/CS	CS	\$141.88	\$141.88	0%
CORNING	430599	TIS CULT DISH 150X25MM 60/CS	CS	\$54.57	\$54.57	0%
CORNING	430639	FLSK 25CM W/MEMBRN CAP 200/CS	CS	\$127.69	\$127.69	0%
CORNING	430641	FLSK 75CM W/MEMBRN CP 100/CS	CS	\$114.60	\$114.60	0%
CORNING	430828	50ML TBE PP/FLATTP/GRD/S 500/CS	CS	\$72.15	\$72.15	0%
CORNING	431079	FLASK 175CM W/PLG CAP 50/CS	CS	\$106.19	\$106.19	0%
CORNING	431097	FLT PES 500/500 .22UM 12/CS	CS	\$79.43	\$79.43	0%
HONEYWELL	AH100-4	ETHYL ACETATE 4L	EA	\$119.13	\$75.65	-36%
HONEYWELL	AH300-4	DICHLOROMETHANE 4L	EA	\$113.15	\$71.25	-37%
KIMBERLY CLARK	05322	WIPERS WYPALL L10 UTIL 125/PK	PK	\$9.98	\$14.25	-30%
KIMBERLY CLARK	34155	KIMWIPE SML 4-1/2X8-1/2 280/PK	PK	\$3.03	\$4.13	-27%
KIMBERLY CLARK	55082	EXAMGLV NITR 9.5 SZ M 100EA/PK	PK	\$10.36	\$15.75	-34%
MICROFLEX	EV-2050-M	GLOVES EVOLUTION LTX MD 100/PK	PK	\$8.00	\$7.70	-4%
MICROFLEX	EV-2050-S	GLOVES EVOLUTION LTX SM 100/PK	PK	\$8.00	\$7.70	-4%
MICROFLEX	UL-315-M	GLV LTX AMBI PF ULTRA1 M 50/PK	PK	\$5.43	\$12.31	-56%

DISBURSEMENT REMINDERS

Moving Expenses



As the beginning of a new semester is approaching, moving expenses become an important issue for both campus and central Finance offices. New employees to the University may be reimbursed for a portion or all of their moving expenses, depending on their position and available funding. Please refer to Procurement Services' "How To – Moving Expenses" brochure (<http://finance.unc.edu/images/stories/howto/Moving.pdf>) for guidelines. You may also refer to Internal Revenue Service's "Publication 521: Moving Expenses" (<http://www.irs.gov/pub/irs-pdf/p521.pdf>) for use in preparing your tax return.

Independent Contractors

An individual is an independent contractor if you, the person for whom the services are performed, "have the right to control or direct only the result of the work and not the means and methods of accomplishing the result." Before entering into any agreement with an individual to perform a job, an independent contractor assessment should be done by Disbursement Services.

Please refer to the Disbursement Services Business Manual, Policy 9 (<http://www.unc.edu/finance/busman/apy/apypol9.html>) for further details and complete the form (<http://www.unc.edu/finance/busman/apy/apypapp5.pdf>) for assessment. Additional information is available in the Procurement Services' "How To – Independent Contractors" brochure located at <http://finance.unc.edu/images/stories/howto/contractorindepend.pdf>.

**University of North Carolina at Chapel Hill
Employee/Independent Contractor Determination Checklist**

NOTE: This form must be completed by the department and reviewed and approved by Material & Disbursement Services BEFORE making a commitment to an individual to be paid as an independent contractor.

This checklist must be completed to help Material & Disbursement Services determine whether an employee/employer relationship exists for federal, state and FICA tax purposes. The questions below will provide information as to the degree of control and the degree of independence in the relationship between the individual performing services and UNC at Chapel Hill, although additional information may be requested to make the appropriate determination. Final determination is made by Material & Disbursement Services in conjunction with Human Resources and is based on consideration of all the known facts and not any one answer alone.

Sections 1 and 2 may be completed by the requesting department or by the individual performing services.

Section 2 requires only one part (A, B, or C) to be completed

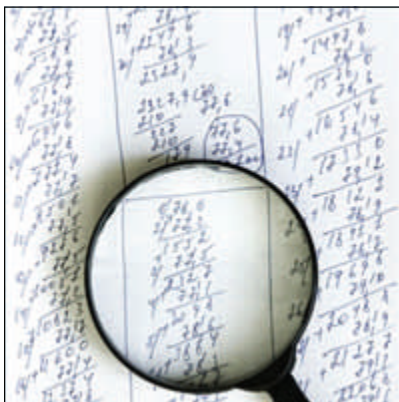
Part A is for guest lecturers

Part B is for high level researchers such as co-principal investigators on sponsored projects

Part C is for all other individuals

Section 3 must be fully completed by the department and signed by the individual performing services. All signatures are required prior to submission to Material & Disbursement Services. Incomplete forms will be returned to the originating department.

NAME OF SERVICE PROVIDER		YES	NO
SECTION 1 Current Employer/Employee Relationship			
A. Is the individual currently employed by UNC - Chapel Hill, or any other State agency?		<input type="checkbox"/>	<input type="checkbox"/>
B. Was the individual on the UNC - Chapel Hill payroll (regular or temporary appointment) during the 12 month period prior to the date these services are to begin?		<input type="checkbox"/>	<input type="checkbox"/>
C. Does UNC - Chapel Hill plan to hire this individual as an employee soon after the period of his or her services as an independent contractor?		<input type="checkbox"/>	<input type="checkbox"/>
D. Is this individual currently working as an independent contractor for UNC - Chapel Hill within the past 12 months?		<input type="checkbox"/>	<input type="checkbox"/>
SECTION 2 COMPLETE ONLY ONE PART (A, B, OR C) <small>Depending on the services to be provided by the individual</small>			
Part A: Lecturer/Instructor			
<small>NOTE: If the guest lecturer/instructor's visit to UNC - Chapel Hill will be for less than five weeks, contractor status is possible. (See Internal Working Paper)</small>			
1. Is the individual a "guest lecturer", e.g., an individual who lectures at only one or two "host" sessions?		<input type="checkbox"/>	<input type="checkbox"/>
2. Is the individual the primary instructor in a department course being offered for academic credit toward a university degree?		<input type="checkbox"/>	<input type="checkbox"/>
3. Is the individual responsible for the content of the lecture/presentation (unless otherwise noted, a "lecturer" must have been explicitly listed for the services)?		<input type="checkbox"/>	<input type="checkbox"/>
Part B: Researcher			
<small>Because Research is a key function of UNC - Chapel Hill, individuals engaged to perform research services for a department or sponsored program will generally be</small>			



Miscellaneous Expenses

Object code 3919 for miscellaneous expenses is a highly reviewed item by internal auditors for appropriate use. UNC General Administration encourages departments to use more specific object codes to represent the expense more accurately. Please refer to Expenditure Subcode (Object) Listing (<http://www.unc.edu/finance/busman/act/actapp2.html>) for quick reference and Expenditure Subcode (Object) Definitions (<http://www.unc.edu/finance/busman/act/actapp3.html>) for more detailed information.

VEHICLE PURCHASING

Is your department itching to purchase a truck, or perhaps there is the need for a van? So where do you begin? How do you find out what the price range is, what type of trucks are available, new, used, E-85 flex fuel ...the choices can be overwhelming. However, we are here to help explain how this all works so that your department can rest easy as we cut through the miles of red tape and we begin to learn the **basic steps to purchasing a vehicle on state contract.**

No one ever said that purchasing a vehicle through the state system was easy, but here are some basic steps to remember that will help you avoid the most common mistakes. First, go to the Purchasing & Contract's website, scroll down the list till you are at the letter T and look for **Contract 070G, Trucks Compact Thru 25,000 GVWR, Non-Alternative Fuel.** Here you will find the complete list of what vehicles are available for purchase with state contract pricing. At the beginning of the document, you will see all the general information about the contracts; read all of this thoroughly. Please note that Purchasing Services only deals with the procurement of trucks and vans. If your department is interested in leasing a vehicle, please contact Jackie Montgomery at Motor Fleet (919-733-7773.) Not all vehicles listed on the contract are available for purchase-trucks earmarked for the DOC, DOT and the Dept of Forestry are not available for purchase by other departments.



Tags and titles are **NOT** included in the overall price- a separate requisition is required for the payment of these documents. The formula for determining how much the req for these documents is follows this model: the highway use tax is 3% of the trucks total purchase price and the cost of the license fee is \$6.00. Always reference the purchase order number for the truck purchase on the req. All departments must pick up their vehicles at the noted place of delivery; this is not the responsibility of Purchasing. Your department must make all arrangements to drive your vehicle back to campus. At the beginning of the contract there is a list of authorized dealers and the location of where the vehicle can be picked up. Always contact the dealer prior to

planning to pick up a vehicle to insure that it has arrived and is in excellent condition. **DO NOT CASUALLY SIGN ANY DOCUMENTS AT THE DEALER.** The only documents that you should sign are the odometer mileage statement and a copy of the buyer's order to acknowledge receipt of the vehicle; anything else can be transported to the University for further examination.

VEHICLE PURCHASING (continued)

The next step is to make sure that funds are available. Without the funds, you are not going to get the requisition approved. Next, know what you need. Not every department needs an 8600 lb. Diesel crew cab. Read the specifications carefully and decide on the primary function of the vehicle. Things to think about include: the size of the truck bed, how many and what type of doors are needed, how many passengers are going to be in the vehicle at one time, etc.

Another issue regarding vehicle choice is the Federal Energy Policy Act of 1992 that states that the majority of newly purchased vehicles should be alternative fueled vehicles. This means that where choice is available, a department should plan to purchase the vehicle that is available with an E-85 flex fuel engine. The majority of selections in the contract offer the choice between a regular gas engine and a flex fuel engine; the flex fuel is often, but not always, equal in price to the regular, so make sure that you indicate that you want the alternative fuel model only. If you order a regular fuel vehicle when an alternative flex fuel is available, you will be instructed to create a change order so that the E-85 engine is ordered. If additional funds are necessary, you will be asked to create the change order and to add extra money to the req to cover the difference. Most vehicles are equipped with standard features and include a 36 month/36,000 miles warranty. Special features may be ordered and included, but it is your responsibility to contact the dealer at the lot to obtain a price quote for any additional features.



After you have decided which vehicle is the right one for your department, you create the req. Please make sure that you indicate what the contract item is, the contract price, additional features, whether or not the vehicle is an addition to the fleet or a replacement, etc. All on-campus vehicles usually have a white exterior and a gray interior. The majority of all orders are completed within 30 to 90 days. Once the purchase order is complete, you will be receiving a copy of it via campus mail. Please make note that there are expiration dates on the contract regarding the ordering period; there are no guarantees that the vehicle that you want to purchase will be available. This past season, dealers had trouble obtaining vehicles due to manufacturer shut downs. New vehicle contracts are often issued in the month of October; if your department is planning to purchase a vehicle next year, remember this date and check the website to see if the contracts have been posted.

A recent development in vehicle procurement is State Contract 070N which deals with neighborhood electric vehicles. This contract allows for the purchase of battery operated "street legal" vehicles for use on roads with a posted speed limit of 35 MPH or less. Departments that are in need of transportation for short trips on campus may wish to investigate the opportunities available using an electric vehicle. Several of these vehicles have been purchased in the past and can be seen being used by the Facilities, Housekeeping and Athletics departments. Two in-state vendors have agreed to supply these vehicles to the University at considerable savings. Environmentally friendly and budget priced, these electric alternatives are a practical solution to those that need transportation but do not need a full-sized vehicle. Ordering one of these vehicles is similar to purchasing a truck or van. Please consult contract 070N to learn more about available options. If you have any additional, questions please contact Robert Segedy at robert_segedy@unc.edu or 919-962-3476.

PROCUREMENT EVENTS



Join one of our sessions for:

- *Demonstrations*
- *Game show trivia and prizes*
- *Samples*
- *Register to win an "Office Cleaning" using Staples Sustainable Earth Brand products.*



At Staples, we have a long history of commitment to the environment and are uniquely positioned to support our customers in this area. That is why we are excited to host a remanufactured toner education seminar at the **University of North Carolina at Chapel Hill**.

What: Staples Advantage® information sessions will be presented at the top of the hour between and 10 and 2 (except for 12 noon). Experts will be on hand to discuss manufacturing of remanufactured cartridges, quality control, guarantees and service.

When : Wednesday, August 11th

Sessions: 10:00 am, 11:00 am, 1:00 pm and 2:00 pm

Where: Sonja Haynes Stone Center, Room 111 (Multi-purpose Room). Stop by and register at our sign in table that will be located at the entrance to the multipurpose room.

PROCUREMENT SERVICES CONTACTS

Martha Pendergrass

Director

mjpender@email.unc.edu

P: 919-843-5048

F: 919-962-0647

Ned Norland

Business Analyst

nnorland@unc.edu

P: 919-962-2254

F: 919-962-0636

Purchasing Services

Fax: 919-962-0636

Bernard Law

Director

bernard_law@unc.edu

919-962-3774

Commodity Acquisition

Lori Lewter	Commodities Manager: <i>Cogeneration Facility</i>	lori_lewter@unc.edu 919-962-1685
Jane Tornow	Purchasing Agent: <i>Dental & Medical, Serums, Lab uniforms, Drug Contracts, X-Ray Equipment/Supplies, Lab Chemicals & Biologicals, Scientific Equipment/Supplies, Microscopes, Photographic Equipment, Live Animals</i>	jane_tornow@unc.edu 919-962-3773
John Medlin	Purchasing Agent: <i>Furniture, Carpet, Office Chairs, Systems/modular Furniture, Office Supply Contracts(Staples), Remanufactured Toner Cartridge Program, Window Treatments</i>	john_medlin@unc.edu 919-962-3772
Beverly Braxton	Purchasing Assistant: <i>Radioactive Materials</i>	beverly_braxton@unc.edu 919-962-2258

Information Technology

Dale Poole	Technology Manager: <i>Information Technology, IT Contracts, E-Commerce, Lease to Purchase</i>	dale_poole@unc.edu 919-962-3477
Laura Teachout	Purchasing Agent: <i>Computer Hardware/Software, Printers & Peripherals, Electronics, Network Videoteleconference equipment, Copiers, Telecommunications Equipment</i>	laura_teachout@unc.edu 919-962-3769
Robert Segedy	Purchasing Agent: <i>Facilities Equipment, Domestic Appliances: Refrigerators/Freezers, Washers/Dryers, Televisions/VCR/DVD Players, Athletics, Vehicles, Utilities Storeroom</i>	robert_segedy@unc.edu 919-962-3476
Steve Gale	Purchasing Agent: <i>Hardware/Software, Printers & Peripherals, Software Maintenance, Network Videoteleconference Equipment, Telecommunications Equipment</i>	steve_gale@unc.edu 919-843-7860

Contract Management

Fax: 919-962-6271

Mark Sillman	Associate Director	mark_sillman@unc.edu 919-962-9463
Melaina Hall	Departmental Services Manager	melaina_hall@unc.edu 919-962-8727
Joey Ware-Furlow	Purchasing Agent	joey_furlow@unc.edu 919-636-4732
Joseph Eubanks	Purchasing Agent	joseph_eubanks@unc.edu 919-962-9783

PROCUREMENT SERVICES CONTACTS

Systems & Operations		Fax: 919-962-2356
Y. Fahir Zulfikar	Director	zulfikar@email.unc.edu 919-843-5098
Ammar Yameen	Disbursement Accountant	yameen@email.unc.edu 919-962-0739
Juddy Mair	Vendor Coordinator	vendor_coordinator@unc.edu 919-843-5049
Central Audit		
Meena Govindarajan	Team Leader: <i>Foreign Currenc, Pre-Audit</i>	govindar@email.unc.edu 919-962-0747
Rod Soberano	Pre-Audit	soberanr@email.unc.edu 919-962-0131
Tammy Jorgenson	Encumbrance/Liquidation Tech	jorgenso@email.unc.edu 919-843-5047
Carol Freedman	Check Disbursement Clerk	cfreedma@email.unc.edu 919-962-0748
Check Request Vouchering		
Steve Vance	Team Leader: <i>Ind Contractors, 1099s, & Returned Checks</i>	stvance@email.unc.edu 919-843-5093
Liping Cross	Voucher Processing: <i>Online Check Requests</i>	lipingc@email.unc.edu
Ricky Pitts	Voucher Processing: <i>Online Check Requests</i>	ricky_pitts@unc.edu
Sandi Mujanovic	Voucher Processing: <i>InDEPTH Payment Requests</i>	mujanovi@email.unc.edu
Purchase Order Vouchering & Customer Service		
Justin Hanford	Purchase Order Customer Service: <i>"N-Z" Vendor Contact</i>	hanford@email.unc.edu 919-962-0746
Mary Sappick-Sprague	Purchase Order Customer Service: <i>"A-M" Vendor Contact</i>	msprague@email.unc.edu 919-962-1678
Ken Thurheimer	Purchase Order Vouchering: <i>"W" Orders</i>	thurheim@email.unc.edu
Melody Dixon	Purchase Order Vouchering: <i>"P" Orders</i>	mhdixon@email.unc.edu
Purchasing Card		
Hua Shen	P-Card Administrator: <i>P-Card, Web Requisitioning Training, ITP Training, Campus Training Visits, Programming Enhancement Coordinator (FRS)</i>	hua_shen@unc.edu 919-962-2255

PROCUREMENT SERVICES CONTACTS

Systems & Operations, continued		Fax: 919-962-2356
Travel Services		
Phil Easler	Team Leader: <i>CABS, Diners Cards</i>	peasler@email.unc.edu 919-962-0210
Beverly Gibson	Travel Reimbursements: <i>InDEPTH Travel Expenses</i>	btorres@email.unc.edu 919-843-5095
Marcus Bullett	Travel Reimbursements: <i>Web Travel Expenses, Diners Card Applications</i>	bullet@email.unc.edu 919-843-5097
Christian Lincoln	Travel Advances: <i>Registrations, Advances, InDEPTH Travel Requests</i>	travel_advance@unc.edu 919-843-5094

Logistics		Fax: 919-962-6271
Janet Rupert	Director	jrupert@email.unc.edu 919-962-6267
Asset Management		Fax: 919-962-6271
Karen Gaster	Office Assistant	gaster@email.unc.edu 919-962-1382
Central Receiving		Fax: 919-962-0589
James Kea	Manager	james_kea@unc.edu 919-843-2008
Storerooms		
AB Taylor	Mini Storeroom Manager Fax: 919-962-0589	ataylor@email.unc.edu 919-962-3348
Kristy Tilley	Dental Storeroom Manager	kmtilley@email.unc.edu 919-966-2734
Surplus Property		Fax: 919-843-0166
Al Jeter	Surplus Property Officer	al_jeter@unc.edu 919-962-2134



**UNC at Chapel Hill
Procurement Services
104 Airport Drive, Suite 2700
Chapel Hill, North Carolina 27599**

