PURCHASING STUFF

In this issue:

- GovQuote
- P-card Reconciliation
- Changes to Sam's Club Cards
- State Contracts — Get-a-Quote
- PO System Tips

Welcome to the first edition of **Purchasing Stuff**! In an effort to keep Utah County employees up to date with the latest news on the Purchasing front, we plan to publish a newsletter periodically. We welcome your ideas and suggestions for future articles and topics.

Robert Baxter ext. 8233
Tad Rasmussen ext. 8234

The County has started using a service called **GovQuote**, a web-based platform that seamlessly connects government agencies and private companies on a large, fast and user-friendly marketplace.

What it means to you:

Departments can solicit multiple bids from numerous vendors on a wide array of products and services. Rather than having to reach out and find multiple vendors to provide quotes, through GovQuote you can simply post your requirements to the marketplace and watch the quotes come in. GovQuote also provides an audit trail so that you can keep a record of compliance with County Purchasing requirements. We have introduced the service to a couple of departments, and it has worked well. We plan to deploy the service to all departments in the near future. Best of all, the service is **FREE**! We plan to reach out to you soon to get you signed up and trained.

"The measure of success is not whether you have a tough problem to deal with, but whether it's the same problem you had last year."

– John Foster Dulles

Purchasing Card Reconciliation
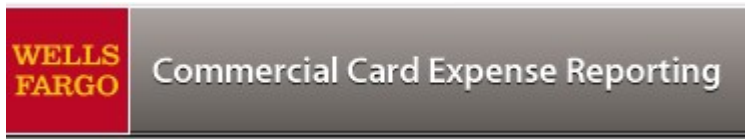
A critical part of managing the County purchasing cards is frequent and accurate reconciliation of the charges. Since we all are mere mortals with limited memory capacity, the more frequently you reconcile your statements, the better off you will be. The billing period ends on the 14th of each month, and you have 8 days after the cycle ends to enter a PO number in the PO field. After that, the number can only be entered in the description field. Entering the PO number in the PO field makes it much easier for Purchasing to track County-wide p-card purchases; otherwise we have to track them manually. With thousands of transactions made, that can be quite a challenge. In addition, entering PO numbers on the statements documents that you are reconciling your p-card charges on a regular basis.

Frequent reconciling has several benefits:

- You can enter requisitions and update the statements while memory of the purchase is still fresh.

- You can identify fraudulent or erroneous charges quickly, and report them to Wells Fargo if necessary.

- Receipts and other backup documentation are easier to maintain.

If you need a refresher on how to reconcile your statements, please feel free to give Tad or Robert a call. The goal is to make your p-card reconciliation as smooth and trouble-free as possible.

Sam's Club—Changes Coming

We are changing the way we do Sam's Club purchases. Direct billing cards are going away, to be replaced by a Sam's Club Plus account. The County will have only three accounts: Health Dept, DDAPT, and Everyone else. The biggest change is that the p-card must be used to make the purchase — we will no longer have a directly billed business account. Each account will have two cards, one of which can be maintained at the County, while the other can be held at Sam's Club (if desired by the department). The user need only show County ID at the store to pick up the card from the service desk (remembering to return it, of course). The new account will also allow for online purchases, with free delivery!

PO System Tips

As a reminder from purchasing training, we encourage you to use the qty and unit cost feature built into the finance system. This is a tool to have the system do the calculations for you.

For example, if you enter 6 in the Qty field (for 6 desk calendars) and $5 in the unit cost, the system will calculate $30 automatically. This will also let you know if something is not matching or entered incorrectly. Example: the total PO is for $40.00 but the lines only add up to $30.

You should still enter the full description in the description field, including the item# and a short description of what is being purchased. Pasting a web link to the information will not suffice.

Shipping costs should be entered on their own line.

When using contracts, it is helpful for you to list the page, section, etc., in the description field of where the relevant information can be found. This will help speed up the process for review/approvals.

Please make sure the appropriate contract is listed in the correct contract field.   If the contract field says MULTIPLE, this in an indicator that there is more than one contract to choose from. You will need to select the correct contract and enter the contract number in the appropriate field.

Utah Division of Purchasing and General Services

State Contracts—Get a Quote Feature

In case you didn't know, there is a new feature on the State Purchasing website to help make getting quotes easier from approved vendors on State contract. To start the process go to: https://statecontracts.utah.gov/Home/Search

For example, if you want office supplies, type in "office supplies" or a vendor name under the Search Contracts section. The system will bring up suggestions. Pick one, and click "View Details". On the top right you can click on the link to "Get a Quote".

Fill in the fields, and include details of what you would like to purchase. You can also attach a file. You will need to include a product description, item number or model number, along with the quantity desired. Make sure to include the date you need to receive the quote, the delivery location and the date you need to receive the product. If you are purchasing, say, 10 boxes of copy paper, you can ask for a volume or bulk discount in your request. The vendor may give you a better price than the contract rate. That is their call.

Once you are finished, click "Get Quotation". The quote request will be sent to all vendors with related contracts in the State database. You will receive email responses.

The Get a Quote feature works with all State of Utah contracts.

If you need help, contact Tad or Robert