



INDIANA UNIVERSITY

PURCHASING DEPARTMENT

Newsletter

Volume 4, Issue 4

February 2008

This month's Highlights:

- Change in Threshold for DVs for Compensation for Services
- New Director of Licensing and Trademarks
- What you can do to speed up vendor approval process

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Change In Threshold for DVs for Compensation for Services

As you know, a couple of months ago we communicated that there would be a change soon in how honoraria, fees for speakers, etc. would be processed. Since that time, we have worked with the Auditors to analyze the number of DVs and the appropriate response to the audit. The decision has been made to reduce the DV threshold for Compensation for Services from \$5,000 to \$1,000. So, any transaction over \$1,000 should be processed on a Purchase Order in EPIC rather than on a DV. (Note that travel is over and above this threshold, so don't include the travel expenses to determine if the transaction is over \$1,000.) Transactions under \$1,000

can still be processed on a DV. We will change our web site information to reflect these changes. We hope that we have created the right balance between good internal controls and campus operational effectiveness.

More detailed processing information for those transactions over \$1,000, which should be on a Purchase Order, can be found at: <http://www.indiana.edu/~purchase/procedure/speakers.html>

Thanks to all of you for your feedback since December on this issue. It was very helpful! ■

Welcome New Director of Licensing and Trademarks

We would like to welcome Valerie Gill as the new Director of Licensing and Trademarks, effective January 2. She brings with her a wealth of marketing, business management and licensing operations knowledge. Valerie has spent the last three years working for the State of Indiana as the Hoosier Lottery's Sales Operations Manager and the Bureau of Motor Vehicle's Director of

Branch Operations. Prior to that, she has an extensive retail background with Galyans Sports and Outdoor Company and The Gap. She has a bachelor's degree from Western Michigan University. Her hobbies include perennial gardening, canoeing and hiking with her two dogs. She is married to a consultant, Keenan Gill, and they have one daughter. ■

We do not buy copier toner from cold call phone sales people. Our on line B2B supply contracts provide University negotiated contracts which should be used for these purchases.

Toner Scams

Purchasing has once again been advised of the return of the "Toner Phoners". This type of scam makes the rounds of all Universities and resurfaces every couple of years and they become active this time of year! Here are some guidelines for what to remain on the alert for.

Toner phoners describe a category of scam artists who use a variety of ploys to sell unsuspecting organizations toners for copiers, fax machines, and printers at costs which often seem less than established contract pricing, but, can end up costing you 500% greater than those contracts.

These individuals often appear authentic because they've done their research on your department - they know the exact type of equipment you have and they know who is responsible for ordering supplies for your department. This information is usually gathered in a separate phone call or calls. For example, the toner phoner might call your office and ask who is responsible for ordering supplies. Unfortunately, many do not hesitate to give this information out. Several days later, the toner phoner calls and asks for this person by name.

Toner phoners usually try one of two general tactics. The first tactic is to offer you a special sale or discount price on the toner you use. The caller usually indicates that the product is shipped in bulk from a distribution center; therefore, the cost is dramatically lower. The caller will often use pressure tactics as well, stating that this is a limited time offer. Unfortunately, these callers forget to mention that shipping costs alone can be from \$200 - \$300!

The second tactic is the "I'm trying to help out a customer" routine. The

caller tells you that his customer just upgraded his copier and now has 5 cartons of toner that he can no longer use. The caller would like to "help out" his customer by finding a buyer for the supplies. What a nice guy! The caller forgets to tell you that most unopened cartons of toners (unless obsolete) are returnable for a minimal restocking fee.

Regardless of the tactic used, you need to be aware that we do not buy copier toner from cold call phone sales people. Our on line B2B supply contracts provide University negotiated contracts which should be used for these purchases.

If you are contacted by a toner phoner or a suspicious someone, please transfer the caller to the Purchasing Services Department. Scammers do not want to talk to purchasing people and will typically hang up before the transfer goes through.

Lastly, do not sign and return any order forms / surveys faxed to your department by a company you are unfamiliar with. Additionally, please don't agree to have a "sample" toner sent to your office. Samples are frequently followed by a large invoice! If in doubt, please contact Purchasing Services for assistance.

If you do happen to get caught and sent the "goods" DO NOT PAY for it or open it. When they call you and demand payment merely explain you did not authorize or order this product but you would be glad to return it at their expense or you will send them information from the IU Foundation if they would like to consider this a donation to the University. You can refer them to the foundation site to make their "gift" official. http://www.indiana.edu/~iuf/Ways_to_Give.html

Toner Scams (cont.)

If you are using an IU Purchasing Card, please be aware that Purchasing cannot prevent a payment to this supplier. As a best business practice, purchase toner cartridges on our Strategic Vendor Contracts.

When in doubt or if you have questions, never hesitate to call Purchasing for answers or to intervene with these characters. We just love to chat with these guys.....but they don't want to chat with us. ■

Contact your Purchasing Department for additional activities on your campus.

Campus Events

Bloomington Campus

Training Opportunities

Purchasing has the following classes listed on our new Purchasing Training Schedule for IUB.

- HP Products Catalog Training
- EPIC Training
- Purchasing Policies and Procedures
- Mailing/Shipping Seminar

Ethics Training

You may register for the classes you would like to participate in at https://fdrs.fms.indiana.edu/cgi-bin/training/pur_schedule.pl/IUB

East Campus

Nothing to report at this time.

Indianapolis Campus

Nothing to report at this time.

Kokomo Campus

Nothing to report at this time.

Northwest Campus

Nothing to report at this time.

South Bend Campus

Nothing to report at this time.

Southeast Campus

Nothing to report at this time. ■

“I NEED...” Call Purchasing!!!



EPIC

Electronic Procurement and Invoicing Center

To ensure that your requisitions are processed in a timely fashion, please follow these six easy steps.

How to Search For Requisitions That Have Not Routed

It is good practice to routinely check to make sure that all of the requisitions that your department has initiated have been completely routed and are not waiting for further action from you or someone else in your department.

To do a search on requisitions in your department you need to follow these steps:

1. Sign into EPIC
2. Click "Search for Documents"
3. Type in your Chart/Org
4. Click the "In Process" box
5. Click "Search"
6. Review and take action on any requisition that results from the search

We hope that this tip helps to ensure that all of your requisitions are processed in a timely fashion. If you have questions, please contact your Purchasing Department. ■

[Subscribe to the EPIC Listserv](#)

To receive updated information and announcements about EPIC, you can subscribe to the listserv by:

- Sending an e-mail to : listserv@indiana.edu
- Place "subscribe EPIC-L" in the body of the message (no subject).



What You Can Do to Help Speed Up the Vendor Approval Process

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In order to streamline the vendor approval process, the Vendor Workgroup wants to make EPIC users aware of what is needed for Purchase Order (PO) vendor approval. First of all, **the Workgroup must have at least the first two pages of the Vendor Information Packet (VIP) completed & returned.** Without a correctly completed W-9 or W-8BEN accompanied by the “Request for Taxpayer Information” page, they will not have enough information to approve. **You may download the most up-to-date version of the VIP at any time** by clicking on the “Documentation” tab in EPIC.

For individuals: The Vendor Workgroup can usually enter individuals with just a W-9 or W-8BEN, but getting back the remainder of the VIP can be helpful. If possible, verify beforehand that the vendor is not an IU employee or a relative of anyone in your department. When entering the vendor, enter as much information as you have and **add a note** (under “Additional” when creating a vendor) explaining what the vendor

will be doing in detail. If a requisition has already been created, please include the requisition number. If you have verified that the vendor is not an employee or a relative of anyone in your department, please add this information as well. **What about IU employees?** Many times IU employees need to be paid through Additional Pay, but sometimes they must be paid through EPIC. In these cases, we will need to know what exactly their position is with IU and what it entails, what they will be doing for the university in as much detail as possible, and whether they do this sort of work for-profit outside of IU. It would also be best if you create a requisition for these services – you can hand-enter the vendor’s information at this point. With this information we can determine whether or not it is appropriate to pay the employee through EPIC.

If you or vendors have any questions about the VIP, please call the Vendor Workgroup at 812-855-8752 (Laurie) or 812-856-3057 (Kasi). ■