

NCDPS—Purchasing & Logistics

Focus on Our Mission

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In This Issue

- *New Neighbors*

- *Did You Know*

New Neighbors

- *The N.C. Law Enforcement Support Services (LESS) was notified by formal letter on February 10, 2015 that the Federal 1033 Surplus Property Acquisition Program's suspension was lifted and that N.C was in full compliance and reinstated after being placed on suspension back in March 2014. The reinstatement was based on the successful completion of deliverables defined in a Corrective Action Plan, signed into effect and agreement on 10/28/14. Additionally, this was supported by the successful passing of a Program Compliance Review (PCR) conducted by officials at the Federal Law Enforcement Support Office- Defense Logistics Agency in February 2015. Today, the Federal 1033 Program is fully operational and continues to grow to support our Local Law Enforcement Agencies in N.C. with 325 active agencies in the program representing a current controlled property asset value of \$16.3 million dollars involving tactical equipment and weapons. The 1033 program also carries a current uncontrolled/general property asset value of \$1.5 million dollars involving items such as office equipment, tools, off-road vehicles and gym equipment.*

P-Card "Did You Know"

- *New P-Card Policy and Procedures are currently being updated and will be on-line in the near future.*
- *Using a P-Card, costs the Department an average of \$74 less per transaction than the traditional purchase order process which saves the Department over \$2,000,000 a year.*
- *P-Cardholders should follow the Purchasing guidelines and purchase items from State Term Contracts when possible.*
- *When making an online purchase, for security purposes, you should only buy from websites that begin with https:// as they are secure.*
- *Splitting transactions in order to stay under the card's spend limits circumvents purchasing policy.*

ESSENTIAL REMINDERS

➤ Essential Reminders

- Use the PL Support Line: (919) 743-8781 or email PL Support at PLSupport@ncdps.gov for P-Card and E-Procurement questions
- The deadline for all Bulk Buy purchase requests to IT Procurement is August 20th
- Before You Leave: When a user is leaving their current position and will no longer use NC E-Procurement, the user's profile will need to be deleted from NC E-Procurement. A user cannot be deleted until all of their outstanding items are resolved. Before a user leaves, please confirm they have completed the following actions for e-Requisitions they created:
 1. Delete all e-Requisitions in **'Composing'** status
 2. Withdraw and delete all e-Requisitions in **'Denied'** or **'Submitted'** status. If the items on these e-Requisitions are still needed, please have another user submit a new e-Requisition
 3. Fully receive any e-Requisitions in **'Receiving'** status. If receiving is still ongoing for a specific e-Requisition, a Purchasing Agent may create a change order to change the **'On Behalf Of'** field to another user who will then be able to continue receiving on the e-Requisition, and the user can then be deleted without the need to fully receive the e-Requisition
 4. Cancel or fully receive any e-Requisitions in **'Ordered'** status. If the purchase order is still needed, a Purchasing Agent may create a change order to change the **'On Behalf Of'** field to another user who will then be able to change, cancel, and receive on the e-Requisition, and the original user can then be deleted without the need to cancel or fully receive the e-Requisition
 5. Resolve all issues for any e-Requisitions in **'Failed'** status
- **Delegations:**
 Approvers with advance notice of absence from the office may, before going on leave, create a delegation to a backup approver. Failure to set up the delegation:
 1. holds requisitions in your queue until you return or
 2. stops the Helpdesk from overrides to set up users to a different approver at your location so that order may be processed
- **New Approvers**
 PL Support needs the names of all requesters for the new approver so that we can make the necessary changes for the Approval Flow in E-Procurement