

# NCDPS—Purchasing & Logistics

## Focus on Our Mission

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#### P&L FORMS ARE LOCATED AT:

<https://www2.ncdps.gov/Index2.cfm?a=000002,003301,002561>

Please do not use any old forms you may have bookmarked

*The NCDPS-867 Purchase Change Order Form is now required for processing change orders.*

#### P-Card Reminders

- Do not do business with any vendor who refuses to give you a tax exemption. Let the vendor know **before** the purchase that we are a tax exempt entity and the exemption number is on the front of the P-card. If the vendor needs an updated copy of DPS's Tax Exempt Certificate, please email Mary Jean McKoy in the Controller's Office at [MaryJean.McKoy@ncdps.gov](mailto:MaryJean.McKoy@ncdps.gov) . Give her the vendor name and address and she will send you and the vendor a copy of DPS's tax exempt certificate.
- Walmart is no longer using the tax exempt # 1006149. Walmart is now requiring your section/facility to complete a tax exempt application at your local Walmart and your cardholders will be given a tax exempt number for your location. If you have questions about this, please contact Mary Jean McKoy at [MaryJean.Mckoy@ncdps.gov](mailto:MaryJean.Mckoy@ncdps.gov) .
- The P-Card cannot be used at wholesale clubs that require membership fees. (Pg. 15 of policy)
- Monthly fees and services such as cable, phone, utilities, etc. are **NOT** to be charged to P-Card. (Pg. 15 of Policy)
- The P-Card Reconciliation Form is to be used when a receipt cannot be generated, for a lost receipt, or for fraudulent charges where there is no receipt. These forms are not to be used in lieu of original receipts. Reconcilers must have the original receipts for recordkeeping.

- *Did You Know...*

- *Essential E-Procurement Reminders*

- *Other News*

## Cellular Devices and Accessories

- *ALL cellular devices including smart phones, air cards, MIFI, WIFI, and cellphone accessories must be purchased through DPS Purchasing & Logistics.*
- *Accessories include battery chargers, batteries, phone cases, and belt clips.*
- *All requests for cellular devices shall be submitted on the MECR Form and submitted to:  
  
DPS Purchasing & Logistics  
4227 Mail Service Center  
Raleigh, NC 27699*
- *Unused mobile electronic devices, including iPads/Tablets should be turned as soon as possible into Purchasing and Logistics with the MECR Form at the address listed above. Please turn in all unused mobile devices.*
- *Refer to the Purchasing and Logistics Manual (Section K) or contact Phillip Norris at 919-324-6465 for complete information and instructions.*

## E-PROCUREMENT REMINDERS

- *If you are a new user to E-Procurement and would like to participate in a pilot training session, please email Kim Banko at [Kim.banko@ncdps.gov](mailto:Kim.banko@ncdps.gov).*
- *Freight lines are no longer required on requisitions. If the price for freight is not included in the quote, use FOB code 003 on the requisition.*
- *Remember to check the status of a purchase order on the **PLR screen** in NCAS before requesting a change on a PO line item. If the line is closed to receiving and closed to invoicing, no change can be made.*
- *If you are a requester in EP and are leaving your position, please make sure to receipt any outstanding PO's. Delete RQ's in 'composing' status and change 'on behalf of' on PO's in submitted and ordered status. **We are unable to delete your profile from EP until all PO's and RQ's are resolved and this could delay any EP duties in your new position/agency.***

## Hurricane Matthew

- *During the State of Emergency caused by Hurricane Matthew, our Purchasing Agents worked over two weeks straight with Emergency Management and issued approximately 300 emergency purchase orders so that needed supplies, food and equipment could be delivered throughout the affected areas.*