

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.

Auxiliary Support Services welcomes Debbie Rose, Phillip Norris and Joey Raynor to the section and each has already made positive impacts to the Purchasing & Logistics (P&L) Department.

Debbie Rose - works on the P&L Support Helpdesk and processes all P-Card enrollments and maintenance forms. Debbie also keeps up with all P-Cards coming in and going out and maintains our database on all cardholders. Debbie was formally with the State Highway Patrol Motor Carrier Enforcement Unit.

Phillip Norris - has been with our team since April coming from US Cellular. Phillip is the new point-of-contact for all DPS Mobile Electronic Devices. He is responsible for ordering new services and upgrades for the department and he maintains the department's database on all of these devices. Phillip has completed a recently deployed Bulk Upgrade of over 2,200 cell phone upgrades for the Division of Adult Correction and Juvenile Justice Community Corrections and a few other departments through Verizon. This was an intensive undertaking and through teamwork from all the departments involved, we were able to place the order effectively, smoothly and promptly to meet the deadline for the promotion required by Verizon.

Joey Raynor - is new to the Law Enforcement Support Services (LESS) office. His role will be to interact with the three hundred LEAs (Law Enforcement Agencies) across the state, assisting them in acquiring needed tactical equipment and various other property items through the Federal Excess Military 1033 program. He will assist with compliance utilization of this equipment. He will also conduct monthly training for LEAs. He will also monitor and approve requisitions along with assisting with the management of their web based inventories.

Staff from LESS will be attending the Sheriffs' Association Government Resource Expo on July 26th. Additionally, staff will be attending the annual Federal LESO training conference in Tucson Arizona in late August.

Auxiliary Support Services NEWS

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- *Did You Know*

- *Essential E-Procurement Reminders*

P-Card “Did You Know”

- *P-Card training was a great success! Over 800 cardholders and reconcilers across the state attended the revised policy and procedure training.*
- *Please use the revised P-Card forms for all requests. These forms have pertinent information that we need for processing the requests correctly.*

E-PROCUREMENT ESSENTIAL REMINDERS

- *It’s that time of year again - VACATION TIME! Approvers, please remember to delegate your authority before you leave to ensure your requisitions are approved while you’re away! If you have questions, please give us a call at 919-743-8781.*
- *All PO change orders are completed by Purchasing & Logistics Purchasing Agents. The NCDPS-867 Purchase Change Order form will now be used for required changes to Purchase Orders (excluding Bread & Milk, Food and Inventory Fuel orders)*
- *Copying old RQ’s can result in failed encumbrances due to outdated vendor information, prices or item numbers. Make sure that all information in the RQ is correct and up-to-date before submitting. Copying may also result in the ‘Send to Vendor’ Box not being checked. The vendor will not receive their copy of the PO if this happens.*
- *Please send change orders to close lines to invoicing to the Purchasing Agent on record if the PO is less than 90 days old and nothing else is due on the PO.*
- *If you have a PO line that you know you will not be receiving any quantity on, complete a change order form to cancel the line. Do not close order to receiving in EP or invoicing before the purchasing agent cancels the line or the change will fail in EP. Line must be open to receiving and invoicing.*
- *When requisitioning inventory items, **the unit of measure on the RQ must match the NCAS unit of measure.** The U/M can be found in the Inventory Module (.IN) in the Item Number Inquiry Screen (INI) screen. If they don’t match, another inventory number must be created in NCAS before the item can be ordered. If you have any questions please contact Mac Brown at (919) 324 1016.*
- *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 & RQ’s are resolved and this may delay any EP duties in your new position/agency.*