

NCDPS—Purchasing & Logistics

Focus on Our Mission

March 2016

Volume 2, Number 1

In This Issue

LESS NEWS

- *Did You Know*

REVISED P-CARD POLICY IS NOW AVAILABLE ONLINE

REVISED P-CARD POLICY AND FORMS CAN BE LOCATED AT:

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

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

Congratulations to David Farmer on his promotion to LESS Supervisor! A new employee to take over his previous duties should be on board by the first of May.

During the week of March 7, Law Enforcement Services Section (LESS) participated in a Program Compliance Review (PCR) conducted by two staff members from the national Law Enforcement Support Office in Battle Creek, Michigan. During this audit, twenty-eight (28) law enforcement agencies across the state had an inspection of the weapons and other property they obtained through this program. Michael Tart and David Farmer accompanied the inspectors. While it was a stressful week with over 1,300 miles traveled, all agencies scored 100%.

P-Card “Did You Know”

- *P&L will be conducting P-Card training in your area in the near future for all cardholders, managers and reconcilers.*
- *New and replacement P-cards will now have the ‘Chip & PIN’ technology. Cardholders receiving the new cards will receive a PIN number.*
- *When using the new card, it is important to note that it will take time for all U.S. merchants to begin accepting chip cards - which is not an issue. In some cases, cardholders will need to continue to ‘swipe’ the cards because the merchant does not yet accept the chip cards. On an increasing basis as more merchants begin to accept the chip cards, you will ‘dip’ your card into the terminal and will be prompted to enter the PIN number.*
- *Cardholders will continue to follow the P-card Acknowledgement Form instructions to activate the new card. Should you have any questions or concerns, please contact PL Support Services at 919-743-8781.*

- **Essential E-Procurement Reminders**

E-PROCUREMENT ESSENTIAL REMINDERS

- *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)*
- *State Term Contract Purchase Orders are limited to 25 lines per PO*
- *Use the PL Support Line - 919-743-8781 or email PL Support at PLSupport@ncdps.gov for P-Card and E-Procurement questions*
- *Lawmen's Safety and Supply has been renamed to Lawmens Distributors, LLC. Please use the new vendor name for all future orders*
- *Approvers should be checking RQ's for correct co/account/center, correct buy entity, pay entity and payment type (receipt or PO based only) before approving the RQ*
- *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*
- *To re-open a PO line that has been closed to receiving, back-out or 'un-receipt' the line. **You can only do this if the line has not been closed to invoicing.*
- *PO lines cannot be changed if they are closed to receiving in EP and closed to invoicing. You can check the PLR screen in NCAS for this information*
- *Warehouse inventory items cannot be increased on a PO. You must enter a new requisition*
- *Changes to punch-out items on a catalog RQ cannot be made by a purchasing agent because the catalog is maintained by the vendor*
- *Remember to change 'on behalf of' on an RQ when the original requester is no longer in that role*
- *When your location has a new approver, be sure to let PL Support know so all requester profiles can be updated in EP with the new approver*
- *When using commodity 900 - your UOM is 'Dollar', Quantity will be your total amount for the line, Price will be '1.00' and the Payment Basis will be 'PO'*