

PROCUREMENT SERVICES

SEMIANNUAL UPDATES

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CARDINAL PRINCIPLES

COMMUNITY OF CARE
ACCOUNTABILITY
RESPECT
DIVERSITY & INCLUSION
INTEGRITY & TRANSPARENCY
NOBLE PURPOSE
AGILITY
LEADERSHIP

People working together in a strong community with a shared goal and a common purpose can make the impossible possible.

Tom Vilsack

Dear Cardinal Team,

Thank you for your all you do and for joining us for this update!

PROCARD USER MANUAL

We are happy to announce that as of May 18th, 2021, the ProCard Office has created a [ProCard User Manual](#) to provide an all-in-one guide to the ProCard Program!



CHECK IT OUT!

REMINDER: November & December's billing cycles are **shortened** due to Holiday schedules – please see [ProCard Reallocation Schedule](#).

DID YOU KNOW?

PROCARD & PURCHASING REMINDERS

AMAZON BUSINESS

Amazon Business is NOT a [University contracted vendor](#) and can only be used for items not available through a contracted vendor.

Should a purchasing *exception* be needed, please contact Purchase@louisville.edu, and please *attach* the exception communication to your OnBase transaction form for the purchase.

NON-UNIVERSITY SHIPPING

As the return to work order begins JULY 1, please note the [Delivery of Goods Policy](#), which states that goods purchased with the ProCard are to be shipped for "desktop delivery" to the designated department or to Central Receiving.

DEPARTMENT AGREEMENT PORTAL

Any purchases/payments requiring either a signature, terms & conditions to be reviewed, or a contract to be signed, MUST be submitted to the [Department Agreement Portal](#) for Purchasing review.

COMPUTERS / PERIPHERALS & MONITORS

All **computers & peripherals**, **office supplies** and **scientific/lab supplies & equipment** are now to be purchased from our contract vendors only (DELL / CONNECTION). These items may *not* be purchased from Amazon or other non-contract vendors.

Computer peripherals should be purchased through [CDW](#) or [Newegg](#).

Regardless of \$ amount, all computer & computer equipment, including monitors, are required to be [Asset Tagged](#).

CONTRACTED VENDOR PURCHASES

For any items which we have a University contracted vendor, our spend has exceeded \$40,000 which requires the use of a contract for these items to *assure compliance* with state procurement statutes KRS45A.080 and 45A.100.

NEW CONTRACTS / CHANGES

SOFTWARE PURCHASES

Software purchases/renewals **\$4,500.00+** can no longer be paid with the ProCard and must be paid with a [Purchase Order](#).

All software purchases/renewals, **regardless of \$ amount**, are **required** to be reviewed and signed off by Purchasing – please submit to [Department Agreement Portal](#).

PRINTERS

University funds **cannot** be used to purchase desktop printers. Exceptions need to be submitted by Dept Head/Dean and approved by Sally Molsberger.

Toner must be purchased from our contracted office supply vendor, **Staples**, and paper is to be purchased from the [University Stockroom](#).

PRINTING / MAIL & SHIPPING

[Canon](#) has an exclusive contract with the University to manage University Print Services and is the designated provider of **PRINTING**, **POSTAGE**, and **SHIPPING** services.

PRICE MATCHING

Should you locate an item with a non-contracted vendor, please send a screenshot of the exact item needed, and send to [Purchasing/Contract Administrator](#), to see if a *price match* is available with the contracted vendor.

DEPARTMENTAL UPDATES & EVENTS



CARDINAL CARD

Do you **sell** a product or **provide a service** to the campus community **for a fee**? Well, we have an *easier* solution for you – **CARDINAL CASH!**

Why accept Cardinal Cash?

- No transaction fees, storefront functionality, extensive reporting, no office cash liabilities, no need for PCI compliance.
- Easy for students, parents, and staff to load Cardinal Cash on account.
- Department receives 100% of the processed charges and receives funds same day!

Please email cardinalcard@louisville.edu for more information!

PURCHASING CONTRACTS

FLORAL SERVICES

- ❖ NANZ & KRAFT
- ❖ BELMAR FLOWER SHOP

Contract Administrator: Stephen McMillin

Email: Stephen.McMillin@louisville.edu



LINKS & RESOURCES

PURCHASING

Contracted Vendors [HERE](#) / Asset Tagging [HERE](#) / “HOW TO BUY” tool [HERE](#)

Department Agreement Portal [HERE](#)

PROCARD

ProCard Forms [HERE](#) / Procure to Pay Grid [HERE](#) / Policies & Procedures [HERE](#)

Restricted Purchases [HERE](#) / Payment to Individuals Payment Matrix [HERE](#)

MEET THE TEAM

WAREHOUSE



L to R: Damon Belle, Cody Roberson, George Brown, Curtis Johnson, Eric Lomax, Ulous Grigsby, & Dale Hunt.

A FEW FUN WAREHOUSE TEAM FACTS...

Cody Roberson – Supply Chain Assistant Manager

I enjoy hunting and fishing and traveling, I have 2 girls, 10 months and a 4 ½ years old, and I have a wonderful wife. Right now, I am a 3-4-year-old wee ball coach with 9 kids on the team and I am just trying to make it to the next day. I am very busy person this time of year 😊, but it's has been fun with great memories and I wouldn't change it! We try to go to Destin Florida 2 times a year when able or possible - it's our home away from home.

Damon Belle – Supply Chain Program Assistant Senior

I love reading the Bible.
I'm a bit of a Chess enthusiast. (At one point in my life I would actually dream about chess moves lol!)
I was partially raised in Germany as a kid.
I have a Google IT Certification.

Thank you for reading! 😊