

Memorandum

To: Deans, Directors, Department Heads, Budget Managers, Purchasing Card Users and Fuel Card Users

From: James L. Black
Vice President for Finance and Administration

Subject: Upcoming Classes Regarding Purchasing and Related Issues

Date: May 20, 2008

We will provide a critically important class which all Deans, Directors, Department Heads, Budget Managers, Purchasing Card Users and Fuel Card Users must attend. The class will be offered initially six times from June 3rd through August 27th.

This is necessitated by several recent changes in state law which have required the University System and Valdosta State University to make major adjustments in business procedures, primarily in areas related to purchasing. It is absolutely critical that every employee who is responsible for a budget at Valdosta State (and for anyone who aids that individual in managing a budget) to understand the elements of these laws, the changes which VSU has made in purchasing policies and procedures as a result, and the ramifications of failure to meet new requirements. It is equally as critical for all employees who are authorized to use a State of Georgia Purchasing Card or Fuel Card to attend. Anyone who is interested in these changes or new processes will be welcomed.

This class will address changes in VSU's purchasing policies, the American Express Corporate Card, the State of Georgia Purchasing Card, the State of Georgia Fuel Card, cash advances for travel, sales tax issues, merchandise offered on campus for resale, House Bill 1113, and Board of Regents' policy 802.14 (gratuities) among other topics. Our aim will be to clarify changes which new laws and policies have required us to make and to explain how we are preparing to make it easy for us to conduct our business in ways which meet all State and System requirements.

Without question we are being required to conduct our purchasing activities in different ways and create records of our activities in different ways. I cannot promise that this can be done without some inconvenience. I can promise that all of our employees in Business Services, Financial Services, and Human Resources and Employee Development have taken to heart our responsibility to understand what you need to do to conduct University business and provide alternate ways of meeting your purchasing needs where required. All changes will be effective July 1.

The class schedule is as follows:

1. Tuesday, June 3, 2:00-3:30, University Center Theatre
2. Thursday, June 5, 9:00-10:30, Library Auditorium
3. Thursday, June 12, 9:00-10:30, Library Auditorium
4. Tuesday, June 24, 9:00-10:30, University Center Theatre
5. Monday, August 25, 3:00-4:30, University Center Theatre
6. Tuesday, August 26, 9:00-10:30, Library Auditorium

You may register for these classes online at <http://www.valdosta.edu/finadmin/training/> or call Employee Development at 259-5105.

Members of each of the above mentioned Finance and Administration areas and I will be on hand at each session. In the mean time, should you have any questions about the changes or our reasons for them, please communicate with me either by telephone at 333-5710 or e-mail at jblack@valdosta.edu.

cc: Dr. Ronald M. Zaccari
Ms. Traycee Martin
Mr. Bill Filtz
Ms. Becky Murphy
Dr. Denise Bogart

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