

# PROCUREMENT / ON POINT

Office of Procurement and Contracts / [www.procurement.msstate.edu](http://www.procurement.msstate.edu)

Please share this issue of the Procurement & Contracts newsletter with anyone in your department who would or could consider or think about obligating the university: department heads, assistants, professors, instructors, maintenance people — just about everybody.

## University implementing Fuelman for fleet fueling

The university's Fleet Management Committee has been working on revisions to the Fleet Manual. Significant changes have been made to the methods for fueling vehicles. Effective immediately, Mississippi State will be implementing the use of Fuelman.

As this transition moves forward, departments will be contacted to begin the registration process. It is anticipated that all applicable departments will be on board by July 1, 2011.

*The new procedures for fuel are outlined here.*

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ACCOUNTABILITY      PROFESSIONALISM  
ETHICS                      SERVICE  
IMPARTIALITY          TRANSPARENCY

## Public Procurement Values



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## Methods of Fueling

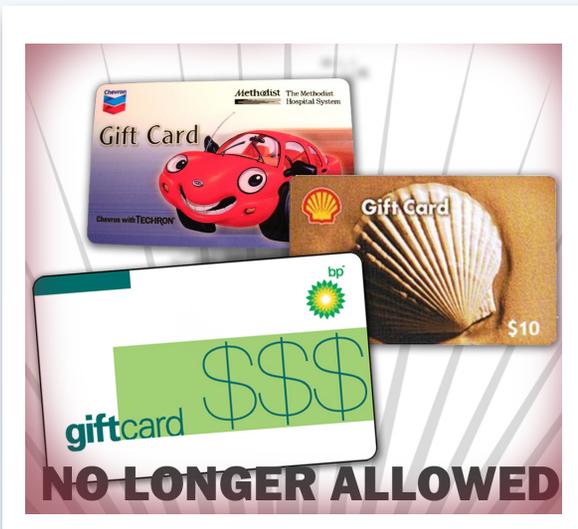
Every vehicle shall be designated as an “off-site fueling” or an “on-site fueling” vehicle. Exceptions may be made upon justified request by the department and approval of the university fleet manager.

Off-Site fueling designation would be anticipated for most vehicles that leave campus and could require fueling while away from campus.

On Site Fueling designation would be anticipated for most vehicles that are always able to return to campus for fueling needs.

## Use of “Branded” Gas Cards prohibited

Gas cards provided by firms such as Shell, Chevron, Texaco, etc., will no longer be allowed.



## Off-site fueling — Use of fleet gas card required.

All departments requiring off-site fueling will use the Fuel Access Card Services contract.

*The department's fleet administrator should complete the application and submit to the fleet manager.*

*The fleet manager's staff will process the application and set up user training for the department.*

*The Fuel Access Card Services contract provides reduced prices and includes multiple locations both in and out of state*

## Fuelman — How it works

### • Application

The application process will be coordinated by Sam Manning.

- o An application from will be completed for each department.
- o Documents will be completed listing each vehicle and drivers within the department.

### • Distribution

- o A Fuelman card is issued for each vehicle.
- o A personal identification number (PIN) is issued for each driver.

### • Use

- o Driver goes to Fuelman site locator to locate available sites.
- o [http://sitelocator.fleetcor.com/Site/Index?network=&utm\\_source=fuelman&utm\\_medium=homepage&utm\\_campaign=flex\\_space\\_button](http://sitelocator.fleetcor.com/Site/Index?network=&utm_source=fuelman&utm_medium=homepage&utm_campaign=flex_space_button)
- o Driver goes to site and fuels vehicle using either at-pump reader or in-store reader.
- o At pump, follow the prompts on the pump card reader. Typically it will be: insert card, key in PIN, key in odometer reading, fill tank.



- o In store, the process may vary. typically it is fill tank, give clerk card, or swipe card at counter, key in PIN, key in odometer reading.

### • Billing

- o Fuelman will invoice weekly.
- o Departments should hold invoices so they are paying 3-4 weeks of invoices at one time. While payments should not be delayed too long, it is not appropriate to do the paper work every week.
- o Departments should complete a Direct Pay, attach the applicable invoices, and submit to Procurement and Contracts for processing and payment.

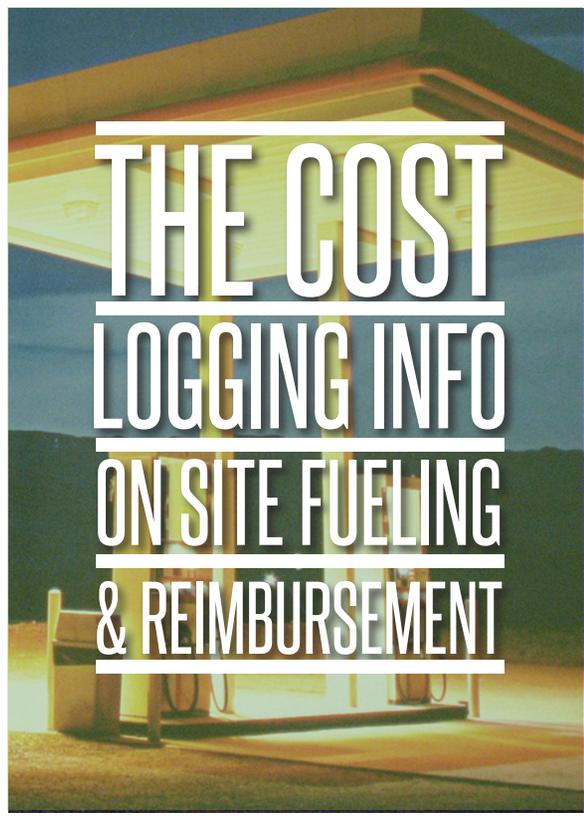
### • Records

- o Procurement and Contracts will be working on a process by which the information (miles, gallons, etc.) from the Fuelman reports will be able to be uploaded directly to InCircuit. This will save the departments time and increase the accuracy of our records. A timetable for this process is yet to be determined.
- o Until an automated process is available, departments will be required to enter the appropriate information into the InCircuit program so there are accurate records of the use and cost of university vehicles.

## • Cost

It should be noted that MSU does NOT pay the cost shown on the pump. The state contract rate is discounted and does not include some taxes.

The following procedure is suggested. Each department will want to establish procedures which meet the needs of the specific department while maintaining efficiency and accountability.



*The vehicle administrator should maintain the vehicle keys, log books, and fuel cards in a secure location. When an individual needs to use a department vehicle, they should:*

- o Using mapquest.com or a similar site, determine the most appropriate route,
- o Determine estimated fuel usage and determine estimated location when the vehicle is anticipated to be at ¼ tank of fuel.
- o Using Fuelman locator, locate fueling locations in the vicinity of the estimated location. Locating fueling locations for the entire trip is recommended. [http://sitelocator.fleetcor.com/Site/Index?network=&utm\\_source=fuelman&utm\\_medium=homepage&utm\\_campaign=flex\\_space\\_button](http://sitelocator.fleetcor.com/Site/Index?network=&utm_source=fuelman&utm_medium=homepage&utm_campaign=flex_space_button)
- o Obtain key, travel log, and fuel card from vehicle administrator.
- o Vehicle administrator may want to maintain a log of who has the vehicle and their intended destination and purpose for the trip.

Vehicle log should include: date, starting location, starting odometer, destination or locations traveled to, ending odometer, individual's name, and purpose of the trip. When traveling to multiple locations, something like the following would be appropriate: "MSU to Jackson, Meridian, MSU; recruiting at NE Rankin, Jackson Prep, Meridian High." The log should also include spaces for any expenditures associated with the vehicle: date, odometer, gallons, (there is no need to show cost per gallon, as the pump price will not be the

amount actually paid).

Upon return, submit the log, key and fuel card to the vehicle administrator.

Vehicle administrator will maintain records and update the InCircuit program as appropriate.

## On-Site fueling

MSU transportation service station — gasoline and diesel can be purchased on campus at the transportation service station. Contact Everett Kennard at 325-3926 to obtain a personal identification number to use at the campus service station.

MAFES motor pool fuel pumps — Gasoline and road diesel can be purchased on campus at the mafes motor pool at north farm. Contact Laura Smith at 325-8472 to obtain a PIN number and fueling card to use at this site.

Departments may maintain tanks to service on-site fueling.

Departments must maintain appropriate records to track fuel usage on all vehicles.

## Reimbursement for purchases of fuel

It should be noted that, as a state entity, MSU is exempt from certain fuel taxes. When reimbursing employees, the department should be aware that their expenses are being inflated by these taxes and this method of fuel purchases should only take place if justified.



## Vehicle approval form update

The new approval form, required prior to the purchase of any vehicle, is now located online at <http://www.procurement.msstate.edu/forms/VR1Form.pdf> and should be completed and submitted to the President's Office after first obtaining appropriate vice presidential review and approval.

While there is currently not a location for the VP to sign the document on the form, it is suggested that a routing form be used that includes the appropriate approvals of the requester, department head/dean and the VP.

After the President's Office has reviewed the document, it will be returned to the department and should be sent to Procurement and Contracts when submitting a requisition.

## Suggested ways to save some money!

As Mississippi State strives to maximize resources, cut costs and become more environmentally friendly, the Office of Procurement and Contracts has a few ideas for accomplishing those goals.

Campus purchasers are encouraged to try some of these ideas and report back their findings. If there are true cost savings without too much 'discomfort,' P&C may consider requiring some of these practices. Conversely, if using these methods are cumbersome and not economically efficient, other alternatives will be considered.

**Auto parts** — There are state contracts with NAPA Auto Parts and O'Reilly Auto Parts. In most cases, these contracts offer discounts of 25-50%. Departments will need to have an account set up and order online. <http://www.dfa.state.ms.us/Purchasing/StateContracts/AutomotivePartsList060.html>

**Office Supplies** — There are several contracts that offer significant savings for a wide range of products. Go to <http://www.procurement.msstate.edu/officesupplies.pdf> for more information.

**Cleaning Chemicals** — Many of these products are available on state contract at discounted prices. Remember to contact at least two contract vendors and get prices and proposals from each. Remember that dilution ration

can make a huge difference in the final cost, but only if the staff mixes the chemicals properly.

**Computers and Software** — There are multiple contracts established by the State Information Technology Services office. In most cases, a department can obtain lower prices if they will seek proposals from two or three of the contract vendors.

**Copiers** — There are multiple contracts established by the State Office of Purchasing, Travel and Fleet Management. In most cases, a department can obtain lower prices if they will seek proposals from two or three of the contract vendors.

**Managed Print Services** — Several copier companies offer a free evaluation of printing needs and solutions. Departments are urged to consider utilizing this service. There is a multitude of ideas that can reduce print costs. Examples include: automatic routing of printed documents to the least-cost copier or printer; copying on both sides of paper for printed material; centralized copiers to replace costly desktop printers; sending electronically rather than using paper, narrower margins, etc.

**Travel by Vehicle** — There are four options when vehicular travel is required. It is incumbent

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upon the department to ensure that the most economical, efficient, and reasonable method of travel is used. The options are: use an MSU departmental vehicle; rent a vehicle from MSU Transportation Services; rent a vehicle from one of the state contracts. <http://www.dfa.state.ms.us/Purchasing/StateContracts/Vehicle-RentalInStateContract975.pdf>

Or, if no MSU vehicle is reasonably available, use a personal vehicle and get reimbursed at the full rate or if the individual prefers not to use an available MSU vehicle, use a personal vehicle and get reimbursed at the lower rate.

**Shipping** — There are two contracts available that offer excellent rates. <http://www.procurement.msstate.edu/shipping.pdf>

**Quotes** — Historically most departments get two quotes from the vendors they have always done business with. Departments are urged to seek a third quote, perhaps from a minority or woman owned firm.

**Font settings** — While many people use the Arial font, they should realize they could save about 31% by using Century Gothic. Century Gothic uses less ink or toner. Ecofont and Times Roman are also much lower cost than Arial.

## Energy Efficient Equipment

MSU should only purchase the following items if they are Energy Star rated. The department requesting the purchase should provide documentation supporting this rating (obtained from the vendor) at the time of requisition or the department should maintain such documentation with their procurement card records for audit purposes.

- Copiers
- Printers
- Computers
- Computer monitors
- Air Conditioners
- Stoves
- Refrigerators
- Freezers

For all other electrical appliances and equipment, the departments shall seek to procure energy saving devices if available at a reasonable price.



## Environmentally preferred chemicals

MSU should only purchase the following items if they are Green Seal Rated or carry a similar national rating. The department requesting the purchase should provide documentation supporting this rating (obtained from the vendor) at the time of requisition or the department should maintain such documentation with their procurement card records for audit purposes.

- All purpose cleaner
- Degreaser
- Disinfectant
- Floor Cleaner
- Liquid Hand Soap

## Environmentally preferred furniture

MSU should only purchase the following items if they carry a nationally recognized rating as being environmentally preferred. The department requesting the purchase should provide documentation supporting this rating (obtained from the vendor) at the time of requisition or the department should maintain such documentation with their procurement card records for audit purposes.

- Desks
- Chairs
- Credenzas
- Residence hall furniture

## Paper and Envelopes

MSU should purchase copier paper and envelopes with recycled content. These items are available on the state contract. The department should maintain a copy of the state contract page with their procurement card records for audit purposes.

For all other paper purchases, the department shall seek to procure recycled content product if available at a reasonable price.

## Authority to Obligate the University

The Office of Procurement and Contracts continues to see situations in which someone moves forward with a project that obligates the university without proper approvals. Please keep in mind that 99.93% of MSU employees do not have authority to obligate the university. If something needs to be purchased or a service provided, the department must use:

- The procurement card
- A purchase order
- A signed contract

Such action must be taken prior to the event taking place or the item being obtained.

## Hudspeth Regional Center offers services

In late March, representatives of Hudspeth Regional Center (HRC) visited the Office of Procurement and Contracts to discuss the services they provide.

HRC is one of five state-operated facilities working with people who have intellectual and developmental disabilities. One of the center's programs employs individuals who can do piece work — typically two to six steps that are simple and repetitive.

The workers have experience at sorting, packaging, folding, cutting, sealing, and stuffing envelopes, as well as assembly of automotive electrical wire harnesses.

If any departments have a need for this type of service, please contact Ed Brunt at (662) 289-3825 or [ebrunt@hrc.state.ms.us](mailto:ebrunt@hrc.state.ms.us). HRC is online at <http://www.hrc.state.ms.us>.

## Thank You

**Don Buffum, CPPO**  
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**MISSISSIPPI STATE**  
UNIVERSITY™

