NEW ACCOUNTS PAYABLE CONTACT

Please join us in welcoming Maureen Danforth to her new role as Accounts Payable Service Specialist. Maureen has been with the College for over two years and brings solid A/P knowledge to her new role. Please contact Maureen with any supplier or invoice concerns relative to suppliers A through H. Maureen can be reached at 456-4246.

Any issues or concerns relative to suppliers I through Z can be directed to Linda Christensen (456-4367). Issues relative to telephone, Federal Express, American Express or Kinko’s can be directed to Vicki Nelson (456-8342).

IRS MILEAGE RATE CHANGES

Effective September 1st, 2005, the IRS increased the mileage reimbursement rate to $0.485 per mile. Mileage expenses prior to September 1 are subject to the old rate of $0.405 per mile.

The IRS has also just announced that effective January 1st, 2006 the rate will be decreased to $0.445. Please be sure to use the correct rate when submitting expense reimbursement requests.

EBAY PURCHASES

The Medical College of Wisconsin strongly discourages purchasing items through EBay or similar venues. This stance is based upon heightened risks potentially involved with these types of purchases.

Whenever possible, the intent of the College is to purchase goods from reputable suppliers so that warranty and recall information can be accessed as appropriate. This information is typically not available when dealing with individuals or non-authorized agencies thus placing the product liability with the College.
Additionally, most EBay purchases require payment prior to the receipt of the good(s), contradicting our normal business practices in which payment is not made until the goods are received and in adequate working order. Business conducted through these types of venues is intended more toward person-to-person sales rather than company purchasing, thus purchase orders are generally not accepted to secure orders.

In the event that it is deemed necessary to purchase an item via EBay, prior approval must be obtained from the Business Office. Based on the standards of EBay purchases, we will be unable to process any of these orders via purchase orders. Instead, all approved transactions will be handled as reimbursements to the individual purchasing the item once the item is received and deemed working. Reimbursement requests for which prior approval was not obtained may be denied.

**REMINDER**

**Documentation Requirements:**
When requesting reimbursements for business expenses, please be sure to submit *original* receipts to support the request. If an original receipt is not available, such as the case of receipts printed from the Internet or other faxed receipts (which are not considered original documentation), this information may be submitted along with an original credit card statement.

If an original credit card statement is necessary, it must be submitted intact which means that it cannot be cut apart to remove personal transactions. If personal items appear within the statement, they may be blacked out with a marker. If concerns arise with disclosing personal information, please remember that the Élan Business card is available which offers an alternative to those wishing to segregate business and personal expenses.

**Supplier/Products:**
When placing orders with **BD Biosciences Pharmingen**, please use site G. Select site I for **BD Biosciences Immunocytometry** orders.

**Corning products** are no longer available through VWR however they can still be ordered through Fisher Scientific.

**Microflex gloves** are no longer available through Fisher Scientific however they can still be ordered through VWR.
FUEL SURCHARGES & FREIGHT INCREASES

Due to the high cost of fuel, several suppliers have instituted a fuel surcharge program. These suppliers indicate that this additional or increased cost may fluctuate based upon future oil costs.

The following is a list of suppliers currently adding this expense to their invoices:

**Airgas** currently charges $8.95 per order.

**Fisher Scientific** currently charges $0.95 per order.

**VWR** added a fuel surcharge effective August 8, 2005. The cost is calculated based on the weight of each order and is subject to change.

**Hydrite Chemical** increased their surcharge to $36.00 per delivery effective September 18, 2005.

**Invitrogen** increased their freight cost to $12.50 and their handling cost to $15.00.

At this time **Praxair** will not implement a surcharge program.

Purchasing will continue to keep the College informed of any changes to these additional expenses.

IMPORTANT SUPPLIER UPDATES

**Medico Mart** has moved effective September 26, 2005. Their new telephone number is (262) 446-2323. Their new fax number is (262) 446-2324.

**Arthocare** has purchased **Applied Therapeutics/Rapid Rhino**.

**BioRad** has purchased **MJ Research**. All orders for these suppliers can be placed through BioRad.

**Clontech**, a BD Bioscience company, has been purchased by Takara Bio. Although they are no longer a subsidiary of BD Bioscience, their name, telephone and fax numbers will remain the same as will the College’s account number.

**Invitrogen** has purchased **Molecular Probes, Dynal Biotech** and **Zymed**. All orders for these suppliers should be placed through Invitrogen.

**MP Biomedicals** has purchased **QBiogene/Bio 101**. All orders for these suppliers should be placed through MP Biomedicals.
SCAM ALERT

Periodically, departments may receive scam telephone calls soliciting sales for items such as toner cartridges, gloves or advertising. These calls typically begin with the supplier requesting specific information relative to the department’s program needs or fax or photocopying equipment, or by urging immediate ordering to avoid an increase in price. These companies are quite tenacious and usually manage to get the name of the person to whom they are speaking along with shipping information.

Listed below are some tips to readily identify scam companies:

1. The company insists on an immediate order to avoid huge price increases. None of our legitimate suppliers will cold call departments using these sales tactics.

2. The company does not request or need a PO but simply the shipping information.

If your department receives a call that appears to be a scam, attempt to get the caller’s name, the company’s name and a telephone number. Usually the caller will either hang up or refuse to provide this information. If you are unsure as to what to do, please transfer the call to Purchasing.

IDC Serveco of Culver City, CA has recently been identified as a scam vendor. This company primarily sells toner. Once an order is placed with this supplier, they will automatically ship (at unreasonably high prices) additional product periodically.

DUPLICATE/CONFIRMING ORDERS

Since the onset of our policy to fax all orders, confirming and original, to suppliers, departments have occasionally received duplicate orders. This has mainly been caused by error on the side of the suppliers, as in most cases this seems to occur when departments place their own orders or use the on-site program despite indicating “Confirming Order” within the requisition.

Purchasing has met with suppliers who have duplicated orders in an attempt to rectify the issue. Based on these conversations, the suppliers have indicated that it would be helpful, when dealing with confirming orders, to add some additional information to the requisition/PO.
Moving forward, please indicate whether the order/product was taken from the on-site program or whether it was placed via the telephone. For phone orders, please also indicate the date and with whom the order was placed. This information should be supplied in the “trailer comments” section of the requisition. Including this information with the order that is faxed to the supplier will decrease the risk of duplications.

Please note that if a duplicate order is received, it is extremely important to notify Purchasing within 24 hours of receipt so that the issue can be addressed with the supplier in a timely manner.

**HELPFUL HINTS**

A Purchase Order must be generated for any services *prior* to scheduling the service with the supplier. This guarantees that the supplier complies with the College’s terms and conditions before the service is provided.

All contracts, complete with the supplier’s terms and conditions, must be submitted to Purchasing along with the requisition number. Purchasing will then ensure that their terms are in compliance with our requirements.

Purchasing maintains responsibility for the signing of all procurement contracts and sending the information to the supplier.