Save the Date:

The next scheduled Shred Day is Friday, November 19th, 2021 at 8:30am.

Things to remember:

- New location (2733 Midwestern Pkwy)
  - Documents must be approved before disposal. Please complete a Records Disposition Request Form and submit to cortny.bates@msutexas.edu. The Records Retention Schedule and instructions for the disposition form can be found at https://msutexas.edu/welcome/president/records-management.php
  - There is NO COST to your department for the shredding of your documents.
  - You need to make arrangements for your documents to be at the Warehouse no later than 8:30am on November 15, 2019. The earlier, the better.
  - The shredder can handle paper, paperclips, staples, CD’s, vinyl covers, etc.
  - Boxes and totes will be left behind. If not communicated, they will be trashed. If you want them returned to your department, you will need to make arrangements prior.

For potential future orders, we recommend that ordering departments reach out to Purchasing to assist with finding a HUB vendor that could meet their needs. This will help our university work to foster its relationships with HUB vendors and assist MSU in achieving its HUB goals.

For additional information regarding HUB vendors or assistance in locating a HUB vendor for a specific service or commodity, please feel free to give us a call @ X4111.

RECEIVING REPORT/INVOICE REMINDER

After a purchase order has been issued, if your department receives the items or the invoices, please forward to the Purchasing Department a copy of the receiving report or the inVOICE as soon as possible.

It is imperative that receiving reports and invoices are processed in a timely manner. For any questions, please call I-Chun Lin @ ext. 4110 / ichun.lin@msutexas.edu or Tracy Nichols @ ext. 4277 tracy.nichols@msutexas.edu

“in accordance with Texas Government Code §2161.181 & §2161.182 & Texas Administrative Code Chapter 20, Subchapter D §20.284 each state agency shall make a good faith effort to utilize HUB vendors (with regards to services and commodity purchases). In an effort to assist Midwestern State University with its HUB reporting requirements, we are appealing to individual ordering departments to consider HUB vendors where applicable.

"in accordance with Texas Government Code §2161.181 & §2161.182 & Texas Administrative Code Chapter 20, Subchapter D §20.284 each state agency shall make a good faith effort to utilize HUB vendors (with regards to services and commodity purchases). In an effort to assist Midwestern State University with its HUB reporting requirements, we are appealing to individual ordering departments to consider HUB vendors where applicable.

HUB Purchases

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Information Technology Purchases

Information Technology is here to help verify and assess the risk and security of university computer software and hardware purchases. If you are considering making any IT related purchases, please discuss it with IT personnel via email or call x4278 prior to making a purchase.

WAREHOUSE

If your department has items in Warehouse Storage, please contact Doug Hickman @ 4109 or doug.hickman@msutexas.edu if we need to release it to surplus.

Otherwise, if it is continued storage, please provide a clear timeline for documentation purposes.

Please check out https://www.publicsurplus.com/ for MSU used items for sale.

P-CARD REMINDERS

*P-Cards are due by the 25th of every month unless it falls on a weekend then it is due the following Monday.

Purchasing & Contract Management Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Nichols</td>
<td>Director</td>
<td>x4277</td>
</tr>
<tr>
<td>Joe Mrugalski</td>
<td>Assistant Director</td>
<td>x4095</td>
</tr>
<tr>
<td>Darrious Gilliam</td>
<td>Warehouse Storekeeper</td>
<td>x4697</td>
</tr>
<tr>
<td>Doug Hickman</td>
<td>Purchasing Assistant</td>
<td>x4109</td>
</tr>
<tr>
<td>Jennifer Hudson</td>
<td>P-Card Administrator</td>
<td>x4740</td>
</tr>
<tr>
<td>Phillip King</td>
<td>Purchaser</td>
<td>x4111</td>
</tr>
<tr>
<td>I-Chun Lin</td>
<td>Accounts Payable</td>
<td>x4110</td>
</tr>
<tr>
<td>Clint Loggins</td>
<td>Contracts Coordinator</td>
<td>x4041</td>
</tr>
</tbody>
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