Save the Date:
The next scheduled Shred Day is Friday, May 22, 2020.

Things to remember:
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 www.mwsu.edu/welcome/president/records-management.

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 Daniel Building Warehouse no later than 8:30 am on May 14, 2020. 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 to the shred date.

MSU Texas is committed to making a good faith effort to increase our spending with “Historically Underutilized Businesses” (HUB’s) to comply with 34 TAC §20.13 and ensure HUB’s receive full and equal opportunity to participate in Texas procurement opportunities.

What is a “HUB”?

A HUB is a business that is...

- at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American Woman
- a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas
- has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity’s affairs.

HUB audits have been developed by the State of Texas to determine if agencies are making a good faith effort to identify and do business with HUB’s. Please reach out to Purchasing for any questions or more opportunities!

Please keep in mind that once you have completed a requisition, the request will not reach the Purchasing department until it has been approved by your approvers. Once the requisition has been approved, it will be assigned in the Purchasing department to create the purchase order.

Please take advantage of our HUB dollars!

- Scientific and laboratory supplies from BURGOON. http://www.burgooncompany.com/
- Office supplies from PDME. The same Office Depot merchandise, item numbers, and prices. http://www.pdme.com/
- Toner Cartridges can be purchased from Dream Ranch via email: Sheri@DreamRanchtx.com

After a purchase order has been issued, if your department receives the items or the invoices, please forward to the Purchasing Department a 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.
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.

Tracy Nichols
Director
x4277

Joe Mrugalski
Assistant Director
x4095

Darrious Gilliam
Warehouse Storekeeper
x4697

Doug Hickman
Purchasing Assistant
x4109

Jennifer Hudson
P-Card Administrator
x4740

Phillip King
Purchaser
x4111

I-Chun Lin
Accounts Payable
x4110

Clint Loggins
Contracts Coordinator
x4041

Purchasing & Contract Management Contacts:

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.

NEED CONTRACT TRAINING FOR NEW EMPLOYEES OR JUST A REFRESHER COURSE?
Contact Clint Loggins at ext. 4041 or via email at clinton.loggins@msutexas.edu
Forms can be found on the Purchasing Web Page at https://msutexas.edu/purchasing/contract-management.php

P-CARD REMINDER

Please remember that all charges $500 and over require the Cardholder to Verify Vendor Hold Status

Prior to the commitment of funds, state law mandates that the Cardholder verify the Vendor Hold Status FOR ANY PURCHASE EXCEEDING $500. Contact Purchasing or the Business Office for questions on the Vendor Hold Search. Please include a copy of your Vendor Hold Status Report in your envelope.

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.