

p r o c u r e m e n t t

# UPDATES

**MARCH 28, 2024  
STAFF COUNCIL  
MEETING**



THE UNIVERSITY *of*  
NEW ORLEANS

# AGENDA

Introduction/National Procurement Month

Department Name Change

Procurement State of the University

Compliance Reminders

Year End

# MARCH IS

## PROCUREMENT

# MONTH



- Celebration of BOTH the procurement profession and the professional
- Share the good news about public procurement and the value to organizations and communities
- Bring awareness to the “little known facts” about the services we provided and why we do it



Troy A Bacino

Assistant Director, Purchasing



Elaine T. Ramond

Coordinator, Customer and Administrative Services

**34 YEARS OF  
SERVICE (19 IN  
PROCUREMENT)**

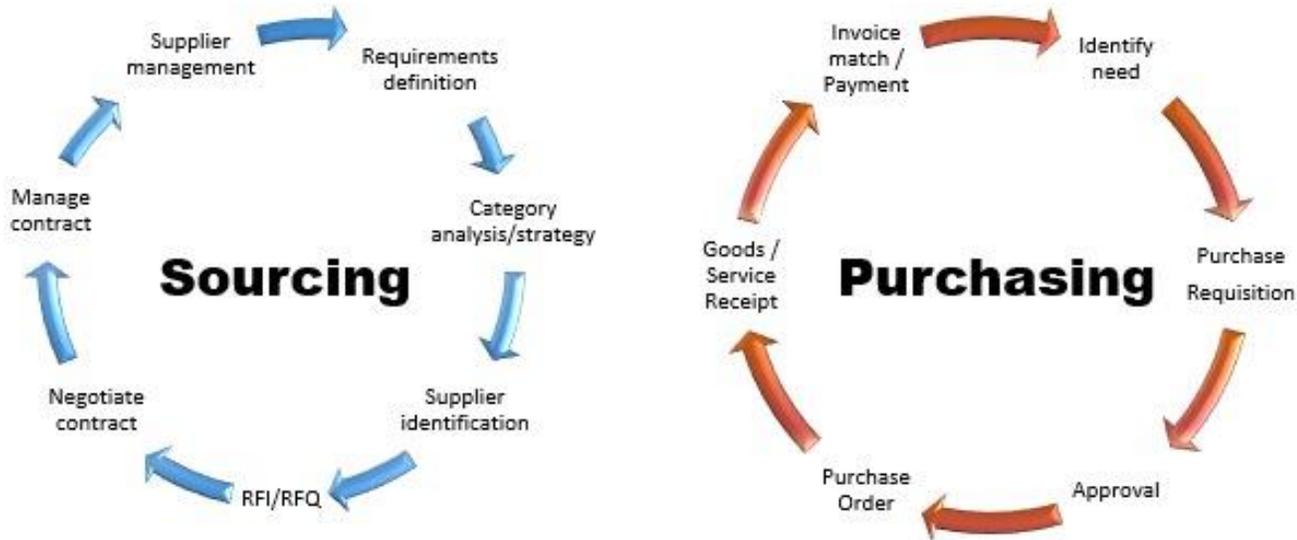
*Thank you*

**17 YEARS OF  
PROCUREMENT  
SERVICE**

~~PURCHASING~~

# PROCUREMENT DEPARTMENT

## PROCUREMENT





### Proclamation

- WHEREAS, the procurement of goods and services has long been recognized as the foundation of commerce; and
- WHEREAS, the Procurement and Materials Management Profession has a significant role in the quality, efficiency and profitability of business and government throughout the United States; and
- WHEREAS, the Procurement and Materials Management Profession works for private, public, profit and nonprofit organizations; and
- WHEREAS, in the State of Louisiana, thousands of dedicated procurement professionals in businesses and state and municipal governments strive daily to reduce costs, encourage competition, and promote high ethical standards; and
- WHEREAS, Louisianans should be made aware of the savings of tax dollars, benefits to industry, and career opportunities to be found in professional procurement; and
- WHEREAS, the Procurement and Materials Management Profession has tremendous influence on the economic conditions in the United States, with an accumulative procurement power of billions of dollars; and
- WHEREAS, the Division of Administration, Office of State Procurement along with the Louisiana Chapters of the National Institute of Governmental Purchasing; the National Association of State Procurement Officials; and other associations around the globe are holding activities and special events to further educate and inform the general public on the role of procurement within business; and
- WHEREAS, the State of Louisiana is the namesake of the wisest and most valuable procurement in America's history, the "Louisiana Purchase".

NOW THEREFORE, I, **JEFF LANDRY**, Governor of the State of Louisiana, do hereby proclaim the month of March 2024 as  
**PROFESSIONAL PROCUREMENT MONTH**  
in the State of Louisiana.



*In Witness Whereof, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this*  
the 1st day of March  
A. D., 2024

  
Governor of Louisiana

March 1, 2024, Governor Jeff Landry signed a proclamation officially declaring March as Professional Procurement Month in the State of Louisiana.

# THE PROCUREMENT STATE OF THE UNIVERSITY

- As a university, the majority of the goods/services we acquire are properly procured.
- The majority of our requesters are receptive to our guidance and changes.
- The vast majority of non-compliance is due to lack or inadequate training rather than blatant disregard.
- Any non-compliance can be an audit finding so we must all do our parts to mitigate and eliminate these violations.
- Non-compliance will be officially recorded, tracked, and could result in denial of payment by UNO (must be paid by Foundation or from personal funds) and/or disciplinary action.  
See “Unauthorized Purchases” Policy at [uno.edu/purchasing](http://uno.edu/purchasing)

# COMPLIANCE REMINDERS

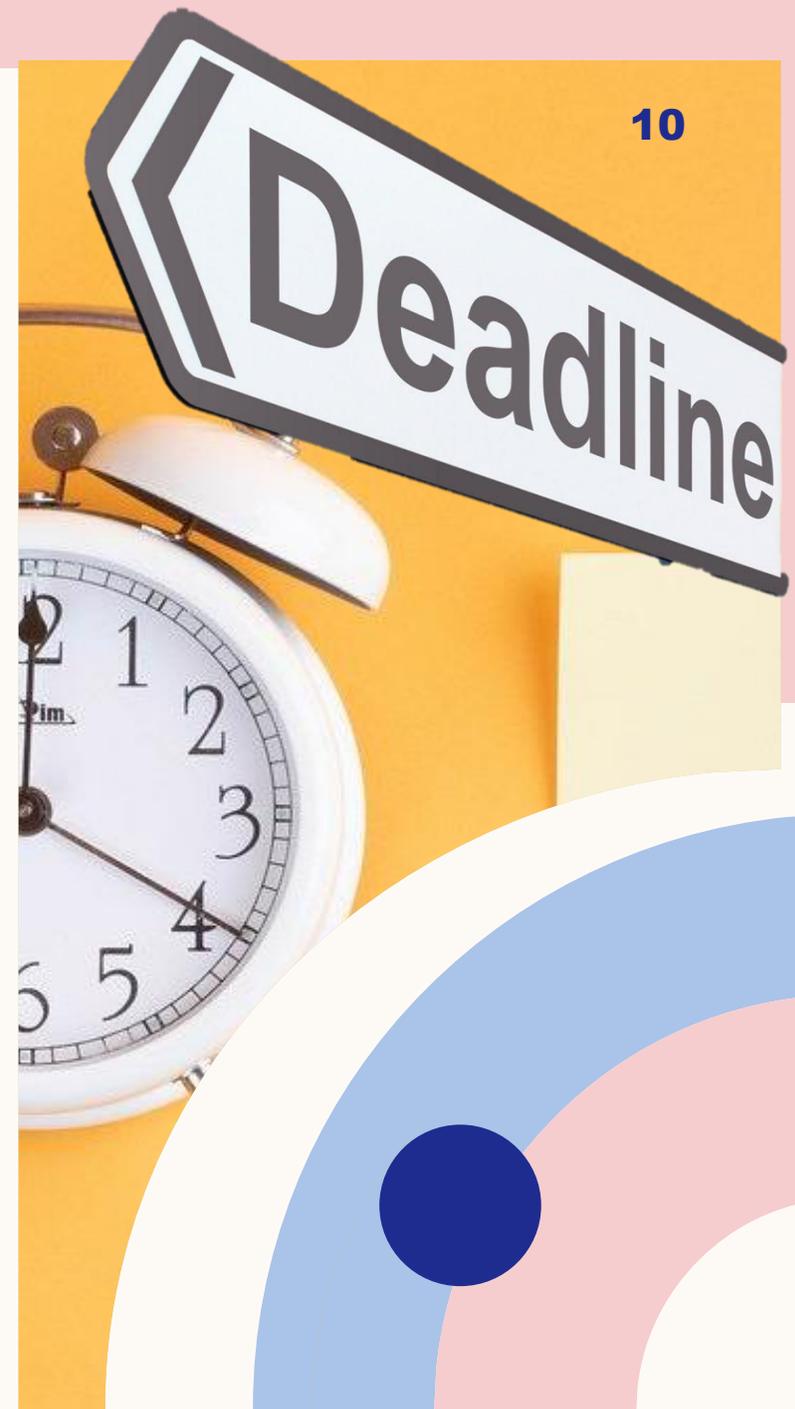
- No vendor should be asked to provide a good or service to you without a fully approved purchase order or signed authorization to use a P-Card.
  - When time and convenience is a factor, state contracts can be used to purchase without going through a bid/solicitation process. They have already been competitively solicited by the State. You only need a PO.
- No Requester should enter a requisition without reviewing the Purchasing Guidelines on UNO's Procurement page as well as completing the Purchasing E-Learning in Workday Education.
- Lack of planning does not constitute an emergency.
- Engage Certified Small and Veteran-Owned Businesses (Hudson & Veteran Initiatives)
  - Vendors can be certified at [www.ledsmallbiz.com](http://www.ledsmallbiz.com)

# WORKDAY UPDATES

- Freight can be added by Requesters
- Requester can be changed when employment is terminated or job roles change
- Change orders no longer needed for invoice amounts that are within \$25 of the purchase amount (Test Stage)
- Requisitions will be classified for services already rendered/goods already received for accountability purposes (Configuration Stage)

# YEAR END DEADLINES

| DATES/NOTES  | PROCUREMENT   |
|--|---|
| 4/15/2024  | <b>REQUISITIONS - ALL FUNDS (INCLUDING GRANTS)</b>  |
| Notes  | Over \$20,000: All requisitions requiring a bid or price quotations must be received (fully approved with all back-up documentation) no later than 4:30PM on 4/15/2024. This excludes state contracts, sole source, software, maintenance of information technology equipment, repairs to equipment, and repair parts from LA authorized dealers. Also excluded is scientific and lab supplies for research not to exceed \$30,000 per transaction. |
| 5/6/2024   | <b>REQUISITIONS - ALL FUNDS (INCLUDING GRANTS)</b>  |
| Notes  | All purchase requisitions requiring price quotations (over \$10,000) must be received no later than 4:30PM on 05/6/2024. This includes those exempted from the above deadline.  |
| 5/31/2024  | <b>REQUISITIONS - ALL FUNDS (INCLUDING GRANTS)</b>  |
| Notes  | All requisitions (including verbal purchase order requests) and all orders placed against blanket purchase orders must be submitted prior to 4:30PM on 05/31/2024. All end users are encouraged to plan ahead for the month of June and will be responsible for assuring these invoices are received in Accounts Payable.   |
| 6/24/2024  | <b>ALL REQUISITIONS - CLOSED</b>  |
| <b>PROCUREMENT CONTACT INFO</b>  |   |
| BEJIDE LEGANIA - <a href="mailto:BLEGANI1@UNO.EDU">BLEGANI1@UNO.EDU</a> , EXT 6171 |   |
| TROY BACINO - <a href="mailto:TABACINO@UNO.EDU">TABACINO@UNO.EDU</a> , EXT 6172    |   |
| ELAINE RAMOND - <a href="mailto:ERAMOND@UNO.EDU">ERAMOND@UNO.EDU</a> , EXT 3236    |   |



# YEAR END DEADLINES

| DATES/NOTES   | ACCOUNTS PAYABLE   |
|---|--|
| 6/21/2024   | <b>CONTRACTUAL SERVICES/HONORARIUMS/NON PO PAYMENTS</b>  |
| Notes   | Contractual services, honorarium, and non-PO payments should be submitted by the end user in Workday no later than 6/21/2024 via a "Supplier Invoice Request" in Workday.  |
| 6/21/2024   | <b>TRAVEL</b>  |
| Notes   | "Expense Reports" for travel must be submitted by the end user in Workday by 6/21/2024 in order for it to be expensed with FY 2023-24 funds. If travel extends past 6/21/2024 but ends before 6/30/2024, please notify Accounts Payable. |
| 6/24/2024   | <b>ALL SPEND AUTHORIZATIONS AND EXPENSE REPORTS - CLOSED</b>   |
| 6/30/2024   | <b>SUPPLIER INVOICE REQUEST/RECEIPTS</b>   |
| Notes   | If goods or services will be delivered or rendered by 06/30/2024, the end user must initiate the payment process by creating the receipt in Workday.   |
| <b>A/P CONTACT INFO</b>   |  |
| MAGGIE SUNSERI -<br><a href="mailto:MSUNSER1@UNO.EDU">MSUNSER1@UNO.EDU</a> , EXT 4390 |  |
| PHILIP COCO - <a href="mailto:PCOCO@UNO.EDU">PCOCO@UNO.EDU</a> , EXT 4571             |  |
| HIEN TRINH - <a href="mailto:HMTRINH1@UNO.EDU">HMTRINH1@UNO.EDU</a> , EXT 1245        |  |
| TIFFANY ROUSSE - <a href="mailto:TROUSSE@UNO.EDU">TROUSSE@UNO.EDU</a> , EXT 6510      |  |
| DEBBY CHARREIR -<br><a href="mailto:DCHARRIE@UNO.EDU">DCHARRIE@UNO.EDU</a> , EXT 5431 |  |



# **THANK YOU**

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