



**THANK YOU FROM  
THE PURCHASING &  
ACCOUNTS PAYABLE  
DEPARTMENT!**

Thank you for taking the time to review our 1<sup>st</sup> ever Purchasing Newsletter!! We would love to hear your feedback. What kind of information would you like to see in future issues? We want this to be the most useful to you. Please send your comments and/or suggestions to [purchasing@utica.edu](mailto:purchasing@utica.edu).

***HOTEL DISCOUNTS***

We have recently updated the discounted UC rates at various hotels. These hotels can be booked from the direct links on the left column of the [Purchasing/AP Webpage](#). The hotel rates can be used by anyone visiting the area including faculty, staff, students, UC families, prospective students, sports teams etc. The links are not password protected so anyone can use the discount codes.

*TownePlace Suites by Marriott* has just been added since it opened its doors in April 2017. It is located off Route 840 with all suite style rooms at a very attractive rate.

***CAR RENTALS***

Hertz and Enterprise/National Car rental links on the [Purchasing/AP Webpage](#) are password protected but can be used for either Business or Personal use by faculty or staff by selecting the appropriate link.

Please also check out the "[Vendor Discounts](#)" link on the left column of the [Purchasing/AP Webpage](#) for more details on these discounts. Here you can sign up for Hertz Gold Plus or Emerald Club to use in conjunction with the UC rates to earn free rental days, bypass the counter, etc.

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*"Efficiency is doing things right, effectiveness is doing the right things" –Peter Drucker*

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***AMAZON BUSINESS***

Utica College has an Amazon Business Account!

**Key Features and Benefits Include:**

- **FREE** 2 day shipping on **ALL** orders over \$49.00.
- Receive all of the benefits of purchasing from Amazon.com while retaining the College's tax exempt status for orders fulfilled by Amazon.
- Cost Savings: Business Accounts are eligible for discounts that are only available to registered business users on Amazon for select products.

**Please Note:**

You can **NOT** use your personal account and will need to log in with your UC email. If you have a personal Amazon account currently tied into your UC email, you will need to change it to your personal email prior to accepting an invitation to join the UC Amazon Business account.

You will have to use a UC One Card to place an order. Your order will be sent to the Purchasing Office for review and approval before it is submitted to Amazon. The charges will then need to be reconciled on to the One Card expense report.



*If you did not receive an invitation for Amazon Business and would like to be set up, or you have any questions/ need any additional information please contact us at [purchasing@utica.edu](mailto:purchasing@utica.edu)*



# BUSINESS SERVICES NEWSLETTER



## WAL-MART CREDIT CARD REMINDERS

- Please email the Purchasing Department in advance to reserve the credit card at (purchasing@utica.edu).
- Card must be returned the same day as the card was taken out. The card may not be taken out overnight and cannot be shared while signed out.
- Make sure to provide cashier at the store with the tax exempt card before finalizing purchase.
- Bring your receipt with you to return credit card, Purchasing MUST have a copy of the receipt to keep on file.
- Please fill out paper requisition for receipt and return to Office of Purchasing/AP with copy of receipt attached.
- **Reminder that you may not purchase items such as: tissues, hand sanitizer, coffee etc. with this credit card (you will be asked to return those items if purchased).**
- Questions or Concerns, please contact Megan Belfield at mabelfie@utica.edu or x3718.

## CONTRACT MANAGEMENT & SIGNATURE POLICY REMINDERS

**Review:** All contracts MUST be reviewed by the College Vice President of Legal Affairs and General Counsel prior to signature. There are many types and variations on contracts including, but not limited to: agreements, grants, leases, letters of intent, licenses, memorandums of understanding, and terms and conditions.

**Signature:** No individual except Officers of the College have the authority to sign contracts. Any commitments signed by other than an Officer are considered unauthorized.

**Maintenance:** All contracts are maintained within the Purchasing Department. Please be sure to send a copy of fully executed contracts to our office for record keeping.

## ONE CARD TRAINING

If you have applied for a UC Credit Card and need training or currently own a UC Credit card and need refresher training, please join us on **September 8, 2017 at 9:00 a.m. in the Willard Conference Room, DePerno.**

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*“The Purchasing/AP Department is dedicated to the effective and efficient procurement of goods and services which best support the College’s Strategic Initiatives. We will accomplish this through exceptional customer service, innovative processes and ethical sound business practice”*

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## ONE CARD (CREDIT CARD) LIMITS

One Card purchasing transactions cannot exceed the \$1,000 per transaction limit (including all delivery, shipping and/or special handling charges). Purchasing transactions exceeding the \$1,000 limit will require a Purchase Order. Splitting transactions to avoid the single transaction limit is not permitted by Utica College.

The standard monthly limit for the One Card is \$2,500 for departmental users unless otherwise determined by the area Vice President. The monthly limit for travelers will be determined by the area Vice President based on individual travel needs.

## TAX EXEMPTIONS

We are tax exempt in the following states:

Colorado	Minnesota
Florida	New Jersey
Idaho	New York
Iowa	North Carolina
Illinois	North Dakota
Kansas	Ohio
Kentucky	Texas
Maine	Wyoming
Michigan	

Tax Exempt Forms can be found on our Purchasing Website under [Forms and Instructions](#) Link or under the [One Card Link](#). (Please note these links are password protected).