

## Signature Authority Reminder

Faculty and staff should be reminded that, regardless of title or position, they do not have authority to sign agreements, contracts, proposals, etc. (including research agreements) on behalf of the University unless they have specific authority granted by University policy. An employee may be subject to financial liability and/or disciplinary action for signing such documents without authority. Click [here](#) for additional information about policies and procedures relating to signature authority.

## Invoices Containing Terms and Conditions

Vendors will occasionally send invoices with terms and conditions attached, printed on the front or back of the invoice or incorporated by reference on the invoice. Invoices containing terms and conditions (other than prompt payment discount and FOB terms) should not be paid by departments even though the goods or services on these invoices may be less than \$5,000 and a signature is not required on a form. When such invoices are received, please contact the Contracts Office at 901-448-2072 for guidance to determine if the invoices should be paid under an existing contract or if a new contract needs to be processed.

## New Requirement for Vendor Requests

A new Treasurer's Office requirement recently went into effect that requires all new vendor requests to have both the vendor's W-9 form and a Minority Status form. The forms can both be found at this [link](#) under "W." Note that requests for vendor information changes (i.e., address, name, etc.) also require a new W-9 form. For step-by-step instructions on how to create a vendor request, please go to this [link](#) (ZXX1).

If you have any questions, please contact Ken McCune or Linda Crouch at 901-448-3401.

## Fiscal Review Now Includes Contracts for Goods

The Tennessee General Assembly's Fiscal Review Committee has expanded the scope of non-competitive contracts that are now reviewed. In the past, the Fiscal Review Committee has required that state agencies submit for review non-competitive contracts and contract amendment for services that had a term of longer than one year and a cumulative value of \$250,000.00 or more.

As of April 1, 2012, T.C.A. § 4-56-108 will expand the Fiscal Review Committee's contract review to include non-competitive contracts for goods that have a term of more than one year and a cumulative value of \$250,000.00. Purchases of goods or services via purchase orders that meet these criteria must also be reported.

The committee also reviews non-competitive amendments to contracts over \$250,000.00 even if the initial contract was reviewed through a competitive process.

For those contracts and purchase orders that must be submitted to the Fiscal Review Committee for review, the Committee requires that the University submit them at least 60 days before the proposed effective date of the contract or contract amendment. The amendment could lower the University's liability, be a vendor name change, change the services or change the length of the contract. These are still required to be submitted.

For any questions about Fiscal Review Committee requirements, please contact Sandra Pulliam at: [spulliam@uthsc.edu](mailto:spulliam@uthsc.edu) or 901-448-2072.

## Staples Discount Savings

In accordance with the terms and conditions of our current contract with Staples, the University receives an additional discount based on the average order size (AOS). [Click to find how to help the University get the additional discount.](#)

### Service Contract Proposals/RFP Responses

All proposals, formal or informal, including responses to Request for Proposals (RFP) and Requests to Negotiate (RTN) that may result in a business service contract must only be signed by the UTHSC Chief Financial Officer (CFO). However, these do not require creation of a contract number or processing of review and certification forms in IRIS.

As soon as you become aware of an opportunity to make a proposal, a copy of the RFP or RTN and other relevant documents should be submitted to Sandra Pulliam in Business Contracts ([spulliam@uthsc.edu](mailto:spulliam@uthsc.edu)). A memorandum or email from the college or division business manager approving the proposal submission will also need to be provided.

Guidance will be provided to you about the need for any changes needed to proposal language before signature by the CFO. It is imperative that proposal documents be submitted to Ms. Pulliam at the earliest possible point to ensure enough time is available to complete all steps necessary to assist you in making a timely proposal submission.

### International Transaction Fee for Procurement Cards

As part of the new procurement card contract with Bank of America, there will be a 1% International Transaction Fee assessed for any transaction with a vendor based outside the United States. [Click here to learn more about this fee.](#)

### Purchase of Apple Apps

Departments may now purchase Apple Apps on a tax-free basis through General Stores under the new Apple Volume Purchase Agreement. Volume discounts are available on certain App titles. Please call 901-448-6154 for additional information.

### Catering Invoice Reminder

Please note that catering invoices from Chartwells are due upon receipt and should be promptly processed. Invoice entry should not be delayed pending receipt of attendee lists. [Click here for additional information.](#)

### Purchasing Website Makeover

The newly-designed website for Purchasing Services is now on-line at: [www.uthsc.edu/purchasing](http://www.uthsc.edu/purchasing). The goal was to provide more relevant information to the campus regarding contract suppliers, purchasing policies, and procedures for processing purchasing transactions. Enhancements to the site include the following:

- [Buying and Paying Guide](#) - provides guidance on how to handle purchases and payments for the most commonly used products and services.
- Enhanced [UT and State Contract Information](#) - including an "I Need to Buy" section with expanded summaries of major supplier contracts and on-campus resources.
- [Buying & Paying Newsletter](#)
- [FAQs](#) for Purchasing, Accounts Payable, and Business Contracts



### We are here to help.....

The staffs in Accounts Payable, Purchasing Services, and Business Contracts are available to provide assistance (including help with IRIS transactions) or answer questions for our associates on campus.

Please don't hesitate to contact our offices if we may be of assistance:

Accounts Payable: 901-448-5570  
Business Contracts: 901-448-2072  
Purchasing Services: 901-448-5594