

College/Division Administrator Meeting
Zoom
April 08, 2021 - 9 AM to 11 AM

Minutes

Karin Livingston, Associate VC/VP Finance

- Opportunities for improvement
 - To help ensure that we are providing the best possible service, and identify potential areas for improvement, the Purchasing Department will send out a satisfaction questionnaire. To assist us in reaching the appropriate population, please provide 10 persons across all types of positions (including faculty and business personnel) from your College or Division to Karin Livingston by April 30th, 2021. Please include first name, last name, EMPLID, and position title.

Linelle Clark, Director HUB Operations

- HUB Spot Bid Fair
 - Spot Bid Fair will be held virtually May 24-25, 2021. College and Division are requested to provide five HUB eligible opportunities. Opportunities can be broken down into single units. There is no dollar amount associated with the opportunities. Requisitions can be submitted to Purchasing starting Monday, April 12, 2021; no later than 5:00 p.m. Monday, May 10, 2021.
 - The Spot Bid Fair Solicitation timeline and additional information will be sent via several email notifications to the Finance ListServe and CDA ListServe.
 - If you have any (any size HUB Eligible) purchases, please consider obtaining them at the HUB Spot Bid Fair.
 - Please contact Purchasing and HUB Department early in your procurement planning if you have questions and/or need assistance “We Ready, Willing & Able to Serve”
 - See attached presentation materials.

Pam Muscarello, Director Accounts Payable

- UHS Amazon Business Prime-Update
 - The UHS Amazon Business Prime account was implemented March 29, without a solution to cardholders who wished to merge their prior Amazon accounts. At this time, we have a solution to the merging challenge.
 - For future P-card Amazon orders, cardholders will be required to use the new UH System Amazon Business Prime account through their invitation to @cougarnet.uh.edu email address.
 - For prior account order history, cardholders will have an option to merge their old Amazon business or consumer account into the new UH System Amazon Business Prime account.
 - If cardholders opt to merge, they will have to use two distinct sets of Amazon credentials: one for the prior account’s order history, and one through Single Sign-on (using Cougarnet credentials) for placing new orders and for the new account’s order history. If merged, both email accounts will be under the same umbrella of the new UHS Amazon account.
- Follow up on the Accounts Payable items from previous meetings(s)
 - Discussed the “Decision Matrix: Vouchers for Contract payment Supplemental Documentation and Goods Receipt Date” See attached presentation materials.

Other key items from the group

- MAPP Policy Exception Form
 - Use the updated-correct form; complete all sections of the form; submit editable form.
 - The form is available at
 - <https://uh.edu/finance/Forms/Policy%20Exception%20Memo.pdf>
 - <https://uh.edu/office-of-finance/forms/policy-exception-memo.pdf>
- Survival Guide – Top Ten useful items/information that needs to addressed.
 - Survival Guide in the finance page is being integrated into the Finance and/or HR website. Please email Usha with your top ten useful information from the Survival Guide.