

Across the country purchasing professionals in business, higher education institutions, and state and municipal governments who strive daily to reduce costs, encourage competition, and promote high ethical standards celebrate March as Professional Procurement Month.

Governor John Bel Edwards has issued a proclamation officially [declaring March Professional Procurement Month](#).

Don't forget to thank those individuals entrusted with procurement responsibilities, both within Procurement Services and within the your departments for all their hard work.

*Finance & Administration
Procurement Services &*

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A - Not available in Workday

Amazon Business is to be used as a secondary option when an item is not available through an existing master contract. If an item is available through another master contract supplier, it should not be purchased through Amazon Business.

There were roughly 1,000 users who purchased from Amazon, but only 500ish made up 99% of the Amazon transactions/spend and those 487 end users were sent an invite. The intent is to streamline and consolidate the ordering process through the department business managers rather than having 50-100+ users per department all ordering, but if that setup will not work for your department, we can add additional users.

A new account has been created as an umbrella account for LSU Amazon Business Prime and includes the 2-day shipping and tax exemption. If you previously paid for a Business Prime account, once you deregister and move to the LSU account, the prime account you paid for will be pro-rated and refunded to your LaCarte card.

A # 1: Can I use the LSU Amazon Business account for personal use?

The central LSU Amazon Business Account must be used for business purchases only, in accordance with LSU purchasing policies. The LSU Procurement team will have access to all purchasing history made through the centralized Amazon Business account.

A # 2: I was charged sales tax on my order even though my Amazon Business account is setup for tax exempt purchasing. How do I get refund?

Sales tax may be applied to items purchased from non-Amazon sellers. If your item is sold or fulfilled by Amazon, you can request a tax refund directly from Amazon by calling customer service at (888) 281-3847. If you purchased your item from a 3rd party seller, go directly to Orders, find your order in the list, and click Contact Seller. Please give the seller two business days to respond.

A # 3: How do I contact Amazon Business Customer Service?

Contact [Amazon Business Customer Service](#) or by calling 888.281.3847.

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Global Furniture Group was founded with the vision of manufacturing well-made office furniture at affordable prices. Global offers a comprehensive portfolio of solutions that are designed and engineered to meet the changing needs of the Workplace, Education and Health-

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- Receipts for tangible equipment should be created in Workday as soon as possible. Workday invoices for tangible equipment cannot be created processed without a receipt. Property Management receives a notification through Workday at the conclusion of the invoicing business process that indicates an asset needs tagging and registration.
- The naming of spend categories for taggable equipment have been modified to assist departments in the selection process. It is important that the correct spend category is used for taggable equipment as it creates unnecessary asset numbers in Workday.

Items with a unit cost of \$999.99 or less are considered to be supplies

PPE – ‘spend category item’ — \$1,000 to \$4,999.99 per item

PPE – ‘spend category item’ — \$5,000 or greater per item

- For POs with multiple line items, you should select the most appropriate spend category for each item. Additional supplies, accessories, and/or freight purchased with the taggable equipment should not be also assigned to the “PPE” Spend Category.

A.
Assistant Vice President Procurement & Property Management
225-578-2307
smckechnie@lsu.edu

Associate Director Procurement & Contracts
225-578-2306
mmorr12@lsu.edu

A.
Commodity Manager
225-578-8651
ahill5@lsu.edu
Construction; Scientific - Supplies, Equipment & Services; Medical Supplies & Services; Safety Equipment & Supplies; Veterinary Equipment & Supplies

Contracts Manager
225-578-7552
jphil41@lsu.edu
Professional, Specialty & Consulting Services; Cooperative Endeavor Agreements; Sales of Service; Revenue Generating; Contracts & Amendments

A.
Commodity Manager
225-578-9398
atorre6@lsu.edu
Appliances & Furniture; Automotive, Equipment & Supplies; Boats & Marine Supplies; Charter Services

Business Development Manager
225-578-2739
tcart12@lsu.edu
Procurement & Workday Training; Systems Implementation; Security Access; Supplier Enrollment

A.
Commodity Manager
225-578-5510
jeneledet@lsu.edu
Athletic & Fitness Equipment & Supplies; Technology; Moving/Storage; Music Equipment & Supplies; Security Services; Telecommunications Equipment & Services

Senior Strategic Sourcing Analyst
225-578-2303
swalczak@lsu.edu
Strategic Sourcing & Spend Analysis; Supplier Development

Buyer
225-578-2035
ncovarrubias1@lsu.edu
Audio/Visual Equipment; Conference & Facility Rentals; Freight Services; Food; Office, School Supplies, Library Equipment & Supplies; Printing; Publications; Promotional

Buyer
225-578-6482
csantangelo1@lsu.edu
Agricultural Equipment & Supplies; Elevator Maintenance; Waste; Facilities Equipment & Supplies; Supplemental Manpower; MRO Equipment & Supplies; HVAC equipment & supplies; Laundry Services; Pest Control

A.
Contract Specialist
225-578-2290 aguillot1@lsu.edu
Professional, Specialty & Consulting Services Contracts & Amendments

Buyer
225-578-2289
swarner@lsu.edu
Construction/Renovations Projects under \$150,000

A.
Buyer
225-578-2304
alovell1@lsu.edu
Construction/Renovations Projects under \$25,000

Contract Specialist
225-578-1053
cwiney@lsu.edu
Advertising; Art Museum Agreements; Professional, Specialty & Consulting Services Contracts & Amendments; Cooperative Endeavor Agreements; Sales of Service; Revenue Generating

Buyer
225-578-2097
mmcma11@lsu.edu
Software & Subscription Services

Administrative Coordinator
225-578-9440
rbourg@lsu.edu
Construction/Renovation Projects under \$5,000; Procurement Support Services; State Contract Purchases under \$50,000

Administrative Coordinator
225-578-2301
lebert@lsu.edu
Supplier Enrollment & Maintenance; Public Bid Openings; Newspaper/LaPAC Bid Posting

A.
Administrative Coordinator
225-578-2176
bdanie4@lsu.edu
Front Desk Receptionist; Office Mail Distribution; State Contract Purchases under \$50,000; Professional & Consulting Services Purchases under \$2,000

Executive Administrative Assistant
225-578-2305
skirkwood@lsu.edu
Assistant to the Assistant Vice President for Procurement & Property Management; Caterer Licensing