

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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The HokieMart is coming soon!

Did you know that Virginia Tech is in the process of building and implementing a system that will convert purchasing, receiving, and bill payment from paper-based to electronic?

The HokieMart will be our own electronic marketplace that will connect to contract suppliers.

Virginia Tech has teamed with SciQuest, a company that is a partner with SCT Banner. The new system will be part of our Banner Finance system and will bring many beneficial changes to our existing business practices.

We are now in the process of working with SciQuest to complete the programming and testing. Our target is to move from a test environment to a live-order environment by May 5th. We expect to "stand up" the initial implementation group of 10-15 departmental users on May 22nd. Roll-out to the entire university will occur incrementally over the six months following the May implementation.

Want to know more? Visit the Purchasing Department website to view the latest briefing materials: <http://www.purch.vt.edu/>.

New Account Codes Added for SciQuest Implementation

Several new account codes have been added in Banner to assist in the implementation of the SciQuest System. These account codes will be used to route purchases that require approvals to Communications Network Services (CNS), Printing, and Environmental Health and Safety Services (EHSS). Please begin using these account codes immediately.

Contractual Services

12156 Printing Services – Private Vendors (Printing Approval) – Include expenses for designing, printing, collating, and binding services received from a private vendor.

Supplies, Materials, & Equipment Costing Less Than \$2,000 Per Item

13415 Radioactive Supplies (EHSS Approval) – Include expenses for radioactive supplies.

22316 Electronic Equipment (CNS Approval) – Include expenses for two-way radios costing less than \$2,000 per unit.

22336 Voice and Data Transmission Equipment (CNS Approval) – Include expenses for telephone equipment costing less than \$2,000 per unit.

- 22416 Laboratory Equipment (EHSS Approval) – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments, and lasers costing less than \$2,000 per unit.
- 22426 Medical and Dental Equipment (EHSS Approval) – Include expenses for x-ray equipment and respirators costing less than \$2,000 per unit.
- 22536 Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing less than \$2,000 per unit.
- 22546 Motor Vehicle Equipment (EHSS Approval) – Includes expenses for forklifts, powered pallet jacks, pallet trucks, and ridger fork trucks costing less than \$2,000 per unit.
- 22736 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing less than \$2,000 per unit.

Capitalized Equipment

- 22311 Electronic Equipment (CNS Approval) – Include expenses for two-way radio costing \$2,000 or more per unit.
- 22331 Voice and Data Transmission Equipment (CNS Approval) – Includes expenses for telephone equipment costing \$2,000 or more per unit.
- 22411 Laboratory Equipment (EHSS Approval) – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments, and lasers costing \$2,000 or more per unit.
- 22421 Medical and Dental Equipment (EHSS Approval) – Include expenses for x-ray equipment and respirators costing \$2,000 or more per unit.
- 22531 Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing \$2,000 or more per unit.
- 22541 Motor Vehicle Equipment (EHSS Approval) – Include expenses for forklifts powered pallet jacks, pallet trucks, and ridger fork trucks costing \$2,000 or more per unit.
- 22731 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing \$2,000 or more per unit.

PrintKey Article Removed: May 10, 2006

New Finance Departmental Invoice Report

A new finance web report is available. This report is titled "Departmental Invoice Report". This report will provide invoices for a specified date range within a fiscal year. The report provides the document id number, vendor invoice number, vendor name, check number, and check date. Please contact Nancy Gruber, Accounting Services Manager (1-8554) if you have questions about this report.