

Office of the Controller

Date: 4/30/2004
To: **Deans, Directors and Department Heads**
Cc: Procurement Committee
From: Doug Harrell, University Controller
RE: P-Card Vendors-Reminder of changes to be effective July 1, 2004

In a memorandum dated February 16, 2004 you were informed that low-dollar value transactions after June 30, 2004 would be required to be settled by Purchasing Card. To facilitate understanding of the new requirements, please consider the following list of vendors. These vendors accept the Tulane Purchasing Card. **Please do not set up blanket orders with these vendors for fiscal 2005** since you will be processing transactions with them with the Purchasing Card. **Also, transactions with these vendors will not be eligible for payment via the Payment Request Form.** Requests for such orders will be returned unless you provide a viable explanation as to why the purchase cannot be made with a Purchasing Card.

Please note the following points. First, you can now pay for cellular phone service where the account is in Tulane's name with the Purchasing Card. When cellular bills are less than \$500, such bills will be paid with the Tulane Purchasing Card. The account holder is responsible for making an accounting of and remitting the cost of personal calls to the University. Second, a few vendors sell both lab supplies and chemicals. Chemical purchases via the Purchasing Card are not allowed at this time. You may establish blanket orders to support chemical purchases.

It is our understanding that many of these vendors will maintain the card number on file and routinely charge the account when deliveries are made. Remember, effective 7/1/2004 you will be expected to settle by Purchasing Card whenever the vendor accepts VISA and the transaction is allowed by policy and is less than \$500.

If you need assistance in obtaining a Purchasing Card, please contact Steve Sovinsky at x2675 or reference the Web site at <http://www.tulane.edu/%7Epcard/>.

Please route this message to those in your unit who have purchasing responsibilities.

Interoffice Memo: P-Card Vendors

UNITED PARCEL SERVICE
COFFEE & COMPANY
QUICK COURIER SERVICES
MAURICES FRENCH PASTRIES
DHL WORLDWIDE EXPRESS
IDN ACME INCORPORATED
CON-CISE CONTACT LENS COMPANY
NEW ENGLAND BIOLABS INCORPORATED
QWEST COMMUNICATIONS
METROCALL INCORPORATED
CDW GOVERNMENT INCORPORATED
HARLAN SPRAGUE DAWLEY INCORPORATED
DATAWORLD PRODUCTS COMPANY INCORPORATED
SANTA CRUZ BIOTECHNOLOGY INCORPORATED
THE BAGEL FACTORY (catering)
APPLIED BIOSYSTEMS
RAM TOOL & SUPPLY COMPANY INCORPORATED
SOLUTIONS4SURE COM INCORPORATED
KENTWOOD SPRINGS WATER INCORPORATED
AIRGAS GULF STATES INCORPORATED
KELLER SUPPLY INCORPORATED
COUVILLONIS (for catering)
KESSLERS TEAM SPORTS
JACKSON LABORATORY
CAMERA SHOP
GALE RESEARCH INCORPORATED
MOLECULAR PROBES INCORPORATED
FINE PAPERS INCORPORATED
MEDICAL SPECIALTIES
NEXTEL COMMUNICATIONS INCORPORATED
HARRASSOWITZ
MELE PRINTING
R&D SYSTEMS INCORPORATED
A1 SERVICE INCORPORATED
EBSCO SUBSCRIPTION SERVICES
GRAYBAR
STEVES ACE HARDWARE
COMMUNITY COFFEE COMPANY LLC
LOUISIANA LABORATORY SERVICES INCORPORATED
AT&T WIRELESS
KINKOS INCORPORATED
ALLIED PAPER COMPANY
BECKMAN COULTER INCORPORATED
MAC PAPERS INCORPORATED
PITNEY BOWES INCORPORATED
RIVER PARISH DISPOSAL INC
LAKELAWN CEMETERIES & FUNERAL HOMES

Interoffice Memo: P-Card Vendors

Vendor Name

OFFICE DEPOT
FISHER SCIENTIFIC COMPANY LLC
FEDERAL EXPRESS CORPORATION
ABITA SPRINGS WATER COMPANY INCORPORATED
SIGMA ALDRICH INCORPORATED
INVITROGEN CORPORATION
SODEXHO MARRIOTT
AERIFORM
EXPRESS OFFICE PRODUCTS
ALLFAX SPECIALTIES INCORPORATED
NU LITE ELECTRICAL WHOLESALERS INCORPORATED
CORPORATE EXPRESS
ALLTEL
BLACKWELLS BOOK SERVICES
INTEGRATED DNA TECHNOLOGIES INCORPORATED
DELL MARKETING CORPORATION
GOVCONNECTION INCORPORATED
BARNES & NOBLE BOOKSTORES
CHARLES RIVER LABORATORIES, INC
TLC SERVICES INCORPORATED
MICROWAREHOUSE INCORPORATED
TIMES PICA YUNE
STANDARD COFFEE SERVICE COMPANY
APPLE COMPUTER INCORPORATED
GRAINGER INCORPORATED
BIO-RAD LABORATORIES
BELLSOUTH
CINGULAR WIRELESS
SOFTWARE HOUSE INTERNATIONAL
SPRINT PCS
PROMEGA CORPORATION
QIAGEN INCORPORATED
DOUSSAN
AMERSHAM BIOSCIENCES CORPORATION
SOUTHLAND PLUMBING SUPPLY INCORPORATED
ICI DULUX PAINTS
NAPA AUTO PARTS COMPANY
VWR INTERNATIONAL INCORPORATION
MANNYS SANITARY SUPPLIES INCORPORATED
PERKIN ELMER LIFE SCIENCES INCORPORATED
XEROX CORPORATION
POSTMASTER
Airgas DRY ICE

Interoffice Memo: P-Card Vendors

AMERICAN TYPE CULTURE COLLECTION
ICN BIOMEDICALS INCORPORATED
UNISOURCE
BOOKSAMILLION.COM
VECTOR LABORATORIES INCORPORATED
NATIONAL FLOOD SERVICES
JACK PETTY MARKETING PROMOTIONS
JOHNSTONE SUPPLY OF NEW ORLEANS
WILLOW CATERING
BOOK HOUSE
MAJORS SCIENTIFIC BOOKS INCORPORATED
BUTLER COMPANY
MSC INDUSTRIAL SUPPLY COMPANY INCORPORATED
SYSCO FOOD SERVICE OF NEW ORLEANS LLC
ELECTROCOM INCORPORATED
STRATAGENE
GUIDRYS UNIFORMS
FLORAL DESIGNS
AUTOMATIC FASTENERS INCORPORATED
DAKO INCORPORATION