

# BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

SEPTEMBER 2009

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## Checks and Balances

Agencies beware; DAS Procurement is randomly auditing all state P-Card purchases. Hundreds of purchases each month come through the state purchasing card program, and all randomly chosen accounts are thoroughly looked over by DAS.

“The positive is that the majority of users use the P-Cards appropriately,” says DAS’ Kerry DiMatteo, the state’s purchasing card Administrator. “But there are definitely purchases we need to investigate, so we can continue to advocate proper use of a great program.”

“It’s more a question of educating state agencies regarding using available state contracts and using the appropriate purchasing tool – either P-Card or PO for everyday essential purchases,” said DiMatteo. “The majority of questionable purchases can be eliminated by proper use of state contracts that are already in place, and using your agency budget wisely. If it doesn’t seem essential to us, then the taxpayers may not think it’s essential either.”

She went on to explain that there will be times of emergency when a purchase needs to be made, and that each situation can prove to be unique, however, with the proper planning and knowledge of state contracts, and what’s available, there is a real potential for savings and cost reduction. “P-Cards are an excellent payment tool to streamline and track purchases and expenses,” added DiMatteo. “Used correctly and efficiently, they can save time and money for everyone involved.”

The DAS P-Card unit makes every effort to educate P-Card users and their proper usage. “All agencies are looking to cut costs - using state contracts, combined with the P-Card for essential agency purchasing is a great place to start,” said DiMatteo.

## Quick Q & A

Q: How much revenue was generated by the 11 DAS surplus auctions conducted this past fiscal year? A: \$3.6 million (32% increase from previous fiscal year)

Q: What types of businesses need to be prequalified by the DAS Contractor Prequalification Program? A: Construction Contractors

Q: When is the next DAS vehicle auction? A: October 31, 2009

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## Contracts over the last 15 Days

Click on the category to see the contract

Adobe Acrobat Required

**09PSX0240** - Epoxy Resin Pavement Markings

(Furnish & Installation).

**09PSX0205** - Maintenance and Repair of Under-

ground Tanks, Piping and Fuel Systems for All

Using state Agencies, Towns, Municipalities and

Political Sub-Divisions of the State.

For more information visit: [www.das.state.ct.us](http://www.das.state.ct.us)

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## Finding What You Need Just Got Easier

DAS' State Surplus Program has redesigned the way state agency employees can search for surplus items within the state's e-surplus system. A new web interface allows state employees to scan a list of items – FAX machines, hospital beds, mowers or tables, identify the Lot Number and location of the item, and then notify their agency representative to claim the item and have it delivered.

When an item enters the system, state agencies have a total of fourteen days to claim the product. After the first seven days, the item becomes available to Connecticut municipalities. After this time has elapsed, the items are screened by Clearing House Auctioneers for public auction.

DAS is piloting this new interface within its own agency. If you're interested in claiming items, or just testing out the system, visit - <http://www.biznet.ct.gov/pdc/login/findavailableitems.cfm>

If you have any questions, technical issues with the site or wish to provide feedback, please contact J. Carlos Velez at (860) 713-5092.