Brigham Young University-Hawaii
Purchasing and Travel Services

May 30, 2013
What Is Our Organization’s Mission?

The Purchasing and Travel Services is dedicated to conduct purchasing activities in the best interest of Brigham Young University-Hawaii by obtaining quality products and services, timely delivery, and competitive prices through exceptional customer service, innovative processes and sound business practices.
PURCHASING
Purchasing Policy

- The Purchasing Department is the delegated procurement agent for the University and it is the responsibility of the Purchasing Department to purchase goods that give the University the best ultimate value.
Purchasing Hints

- Coordinate your purchases with Purchasing and allow ample time for our buyers to process your requests
- Consult Purchasing for best source
- Use contract vendors for better pricing
- Department purchases using your own personal credit cards are limited to $200 and may be reimbursed through cash vouchers
- Purchases under $1000 may be paid through your department’s Visa Purchasing Card
Working with Vendors

- Do not commit to any vendors for any purchases over $1000
- Check with Purchasing for contract vendors for any amounts before purchases
- Consult with Purchasing when negotiating contracts and all contracts are to be signed by a member of the President’s Council
Available Services for all employees through Purchasing

- Sprint Ohana’s cell phone program (permanent employees only)
- Hopaco/OfficeMax retail card
PURCHASING OFFICE STAFF

Robert Owan – Director
Purchasing and Travel Services

Grace Lee – Buyer
Phone: x3953 Email: leeg@byuh.edu

J. Russell Tai Hook – Buyer
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Jerome Toluono – Buyer
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Vaiana Nakamitsu – Purchasing Clerk
Phone: x3951 Email: vaiana.nakamitsu@byuh.edu
BYU-HAWAII TRAVEL

LOCATION:
(LSB) Lorenzo Snow Building – across from The Human Resource office.

Travel Staff:
Lurline Nunu – Manager
Phone: x3395  Email: nunul@byuh.edu
Lei Liua – Consultant
Phone: x3950  Email: Liual@byuh.edu
Rusia Mamea – Consultant
Phone: x3393  Email:Mamear@byuh.edu

Corporate Travel Card/Expense Reports
Vaiana Nakamitsu – Purchasing Clerk
Phone: x3951
Email: vaiana.nakamitsu@byuh.edu
TRAVEL POLICY

- Access BYUH Website
- Highlight “Services” and click on “Travel Services
- Read and be familiar with the Travel Policy
BUSINESS TRIP PROCEDURES

• Email or call the Travel Office with your travel request.
• The Travel Office will email back your flight itinerary for your approval.
• Create your (TA) Travel Authorization in Peoplesoft.
• The Travel Office will issue the ticket when the approved TA is received.
TRAVEL EXPENSES

- Create your Expense Report in PeopleSoft.
- Submit for approval.
- Take all receipts to the Travel Office.
- Expense reports are due within 15 business days after returning from a trip.
CORPORATE TRAVEL CARD

- Obtain an application from the BYUH Travel website or from the Travel Office.
- The traveler and the department Dean both sign the application.
- Return the application to the Travel Office for processing.
- The Corporate Travel Card is received and used for all approved Business Travel transactions.
TRAINING

Create TAs and Expense Reports in Peoplesoft:

- Guidelines are available on the Travel website.
- We provide one on one training either onsite at your office or at the Travel Office.