

## RE: expense questions

R Alton Simpson (asimpson)

Mon 9/12/2016 12:19 PM

To: Gerrit C McGoldrick (gmcglrc) <gmcglrc@memphis.edu>; James L Nabors (jnabors) <jnabors@memphis.edu>; Sharrion Arnold Smith (sasmith5) <sasmith5@memphis.edu>;

Cc: James H Bollwerk (jbollwrk) <jbollwrk@memphis.edu>; Mitchell M Withers (mwithers) <mwithers@memphis.edu>;

Based on the fact that the material is used in the field, it seems reasonable to purchase it at a location nearer the job sites rather than hauling it for greater distances. Purchase in the field should reduce risks of accidents during transport by University personnel.

I have no objections to Procurement authorizing use of the P-card for purchase of this chemical at locations nearer the job sites.

AI

Alton Simpson, CHMM, CCHO  
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**From:** Gerrit C McGoldrick (gmcglrc)  
**Sent:** Monday, September 12, 2016 10:10 AM  
**To:** James L Nabors (jnabors); Sharrion Arnold Smith (sasmith5); R Alton Simpson (asimpson)  
**Cc:** James H Bollwerk (jbollwrk); Mitchell M Withers (mwithers)  
**Subject:** RE: expense questions

That's the stuff , we buy it in a pellet form 40lb bags now I think. Less chance of spills and safer for us to use. The place we buy it is a ag/ Farm store in Missouri. Is Tractor supply on tiger buy? Sharrion mentioned an exemption from AI Simpson for continued purchase on p card. Will tghat work?

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**From:** James L Nabors (jnabors)

**Sent:** Monday, September 12, 2016 9:38 AM

**To:** Gerrit C McGoldrick (gmcglrc); Sharrion Arnold Smith (sasmith5)

**Subject:** RE: expense questions

I did a search on Parmitol and it is a bare ground herbicide, available at Tractor Supply Store and at other Farm/Agricultural supply stores. My information was based on the Pramitol 25E herbicide product. Tractor Supply has the product in a 2 and ½ gallon container and 1 gallon will cover 10,000 sq. ft. the 2&1/2 gallon will cover 108,900 sq. ft. This chemical is non-selective and will control grass and broadleaf weeds. On line cost of the product is \$99.99.

We do not have a contract available that includes Parmitol in their listing. It is not available at Grainger.

James L. Nabors, C. P. M.

Assistant Director

Procurement and Contract Services



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**From:** Gerrit C McGoldrick (gmcglrc)

**Sent:** Friday, September 09, 2016 4:53 PM

**To:** Sharrion Arnold Smith (sasmith5) <[sasmith5@memphis.edu](mailto:sasmith5@memphis.edu)>; James L Nabors (jnabors) <[jnabors@memphis.edu](mailto:jnabors@memphis.edu)>

**Subject:** RE: expense questions

Sounds like we need to see if a vendor is in tiger buy that carries this product. Is that right?

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**From:** Sharrion Arnold Smith (sasmith5)

**Sent:** Friday, September 09, 2016 4:15 PM

**To:** James L Nabors (jnabors)

**Cc:** Gerrit C McGoldrick (gmcglrc)

**Subject:** RE: expense questions

Gerrit I show on the prohibited/unauthorized purchasing card is never to be used for hazardous materials/chemicals except in emergency situations for University researcher/employees out in the field. See the Purchase of Hazardous Materials guideline.

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**From:** James L Nabors (jnabors)

**Sent:** Friday, September 09, 2016 3:26 PM

**To:** Sharrion Arnold Smith (sasmith5) <[sasmith5@memphis.edu](mailto:sasmith5@memphis.edu)>

**Cc:** Gerrit C McGoldrick (gmcglrc) <[gmcglrc@memphis.edu](mailto:gmcglrc@memphis.edu)>

**Subject:** FW: expense questions

Sharrion:

Please advise if the weed killer is a prohibited p-card purchase item?

Thanks

James L. Nabors, C. P. M.

Assistant Director

Procurement and Contract Services

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**From:** Gerrit C McGoldrick (gmcglrc)

**Sent:** Friday, September 09, 2016 2:53 PM

**To:** James L Nabors (jnabors) <[jnabors@memphis.edu](mailto:jnabors@memphis.edu)>

**Subject:** FW: expense questions

Mr Nabors this is regarding the phone message I left you.

Chris McGoldrick

Research Eq. Technician

Center for Earthquake Research and Information

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**From:** Michelle Elaine Smith (mesmith)

**Sent:** Thursday, September 08, 2016 2:54 PM

**To:** Gerrit C McGoldrick (gmcglrc)

**Subject:** FW: expense questions

Chris:

Here is the audit response pertaining to the Pramitol.

Michelle

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**From:** Vicki D Deaton (vddeaton)  
**Sent:** Thursday, September 08, 2016 2:52 PM  
**To:** Michelle Elaine Smith (mesmith)  
**Subject:** RE: expense questions

Thanks Michelle. The only problem with the Pramitol purchase is that it was made by pcard, and it is a prohibited pcard purchase item. We will probably just make a recommendation that you should contact Procurement and Contract Services before purchasing hazardous materials/chemicals by pcard in the future. Let me know if you have any questions about this.

Vicki

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**From:** Michelle Elaine Smith (mesmith)  
**Sent:** Thursday, September 08, 2016 11:42 AM  
**To:** Vicki D Deaton (vddeaton)  
**Cc:** Paul Gogonelis (pggnelis)  
**Subject:** RE: expense questions

Please see the response to question 1 in red

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**From:** Vicki D Deaton (vddeaton)  
**Sent:** Thursday, September 08, 2016 8:56 AM  
**To:** Michelle Elaine Smith (mesmith)  
**Cc:** Paul Gogonelis (pggnelis)  
**Subject:** expense questions

Michelle,

I have some questions about a few of the expense transactions I audited. I have listed them below and included an attachment for each so you can see the backup.

1. Gerrit McGoldrick's pcard was used to purchase Pramitol (a hazardous material/chemical) on 3/10/16. Purchasing hazardous materials/chemicals is prohibited by the Purchasing Card Guidelines. Do you know if anyone in Purchasing was contacted about this or if they provided some kind of exception? (McGoldrick Pcard) – **Based on the information provided, this type of product has been purchased since the 90's by another name. Somewhere in the 2000's the name changed to Pramitol. I have attached an example of our Hazardous Material Inventory of 2014 to show record of the material being identified by the University and acknowledgement that we retain this type of product on campus for usage.**
2. The lodging was paid about 4 months late on a visitor travel claim (William A. Thomas visit on 10/5/15 to 10/9/15 for CERI hosted meeting). The Holiday Inn invoice was stamped received in Accounting on 1/29/16. Do you know why this invoice was paid so late? (I0639846)
3. In April 2016, 2 invoices from Archer Malmo were paid. The invoices were dated 9/30/15, but stamped as received in Accounting in April 2016. Do you know why these were paid so late? (TB130266 & TB130629)
4. I noticed that the Fuelman purchases are paid by Jim Nabors in Purchasing. How does CERI review and verify that the CERI purchases are valid and accurate? (I0656131)
5. Do you know what happened with the Pale Moon Media invoice for the videography for the WTSS meeting on 8/6/15? The vendor's invoice is dated 6/24/16 – almost a year after the work. (TB136904)
6. Two departmental general parking permits were purchased from Parking and Transportation Services on 7/1/15 (permit #585072 and #585073). What are these used for? What is the business purpose? (J0181182)

Thanks.

Vicki

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