

CN Number:  
SRM Parent Number:  
SAP/SRM Contract Number: 4400008014  
Change Number: 3  
Change Effective Date: 1/13/2011

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG**

**For:** All Using Agencies  
**Subject:** Pennsylvania State University Master Agreement  
**Contract Period:** Beginning 6/1/2011 and Ending 6/30/2016  
**Commodity Specialist:** Margie Juran, mjuran@pa.gov, 717-346-8112

**CHANGE SUMMARY:**

New document to be used by Pennsylvania State University titled "Report of Personnel Property". Report will be completed by the University upon cancellation or completion of any purchase order where expendable property, capital goods or capital equipment were acquired by the University. Report will be provided via email to the issuing COP Agency and DGS within 60 days of the completion date of the purchase order and will include a copy of the invoice for each such item.

Commodity Specialist change from Kay Whitsel to Margie Juran

**ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.**

# Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

## CONTRACT DESCRIPTION

Agencies shall issue purchase orders under this Agreement for requested Pennsylvania State University Services. The requested services are to be defined by the individual agencies within their sow. This Agreement shall govern the provision of its resources and services by the Pennsylvania State University, in the furtherance of its educational mission to the Commonwealth. The specified Terms and Conditions shall apply to all purchase orders issued from this contract. No additional terms and conditions can be added or negotiated by the agencies.

## CONTRACT INFORMATION

<b>Contract Title</b>	Pennsylvania State University Master Agreement
<b>Contract Number</b>	4400008014
<b>Solicitation Number</b>	
<b>Original Validity Period</b>	6/1/2011
<b>Current Validity End Date &amp; Renewals Remaining</b>	6/30/2016
<b>Point of Contact</b>	Margie Juran
<b>Contact Phone Number</b>	717-346-8112
<b>Contact Email Address</b>	<a href="mailto:mjuran@psu.edu">mjuran@psu.edu</a>
<b>Pcard Enabled in SRM</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Pcard Accepted</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MSCC</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## PRICING HIGHLIGHTS

\*The costs and scope of requested services shall be individually quoted by Pennsylvania State University on as-needed basis. There is no minimum order. Agencies shall follow procedures outlined in Exhibit A Special Terms and Conditions.

\*Any project with a total value of \$100,000.00 or greater shall be submitted to DGS Contracting Officer, Margie Juran for review prior to creation of the purchase order. The using Agency shall email the Contracting officer the project statement of work and affiliated information, including any and all attachments to be used when the purchase order is generated along with the required documents received from PSU.

All documents can be downloaded from the contract via SRM contract 4400008014 for agency use.

## PROCESS TO ORDER

**Contract Type:** PRODUCT CATEGORY

**Contact Information:**

Tim Stodart, Lead Contracts and Proposal Specialist  
 Telephone: 814-865-1027  
 Fax: 814-865-3377  
 Email: [TMS21@psu.edu](mailto:TMS21@psu.edu)

**Mail Purchase Orders To:**

Tim Stodart, Contract/Proposal Spclst  
 The Pennsylvania State University, Office of Sponsored Programs  
 110 Technology Center Building  
 University Park, PA 16802-7000.



**Report of Personal Property Acquired by The Pennsylvania State University (PSU)**

**For purchase orders issued under Commonwealth of Pennsylvania (COP) Master Agreement  
No. 4400008014**

Purchase Order No. \_\_\_\_\_

OSP No. \_\_\_\_\_ Budget/Fund No. \_\_\_\_\_

Issuing COP Agency: \_\_\_\_\_

COP Agency contact (Purchasing Agent listed on PO): \_\_\_\_\_

DGS contact: Margie Juran ([mjuran@pa.gov](mailto:mjuran@pa.gov)), (Phone: 717.346-8112)

Article 4 of Exhibit A to the COP Master Agreement (available for review at:  
<http://www.research.psu.edu/osp/documents/commonwealth/Master%20Agreement%204400008014.pdf>), defines Personal Property as follows:

**1. Expendable property:** Goods or equipment that is less than \$5,000.00 per item that is necessary for conducting the specific service within the Scope of Work excluding cell phones and related equipment. The COMMONWEALTH will not purchase cell phones or related equipment for the UNIVERSITY. Expendable property includes, but is not limited to, such items as global positioning systems (GPS), computers, microscopes, tractors, and all terrain vehicles (ATV). Expendable property does not include such items as office supplies, safety gear, ATV parts, laboratory supplies, etc.

The following expendable property was purchased under the purchase order referenced above (Commonwealth-owned property):

<u>Item</u>	<u>Cost</u>	<u>Use/Purpose</u>	<u>Location</u>
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1.

2.

3.

Report of expendable property issued by (name, email, phone): \_\_\_\_\_

Date: \_\_\_\_\_

**2. Capital goods and capital equipment:** Goods or equipment that exceeds \$5,000.00 per item.

The following capital goods and equipment were purchased under the purchase order referenced above (Commonwealth-owned property):

<u>Item</u>	<u>Cost</u>	<u>Use/Purpose</u>	<u>Location</u>
1.			
2.			
3.			

Report of capital goods or equipment issued by (name, email, phone): \_\_\_\_\_

Date: \_\_\_\_\_

Per Article 4.D. of Exhibit A, PSU is required to provide the issuing COP Agency and DGS an itemized listing of all expendable property and capital goods and equipment (as defined above) purchased under COP master agreement purchase orders. This list is to be provided via email to the issuing COP Agency and DGS (contact info above) within 60 days of the completion date of the purchase order and will include a copy of the invoice for each such item.

**Note for PSU Property Inventory (responsible for submitting property reports on behalf of PSU):** When this report is emailed to the COP Agency/DGS, under the 'Options' tab in MS Office, select 'Request a Read Receipt'. The sender will then receive confirmation that the email/report has been viewed by the COP Agency/DGS. (Note: Other email systems may have a different mechanism for requesting read receipts.)

Per Article 4.E.1. Disposition of Property, the COP Agency will, within 60 days of receipt of this report, arrange for pick up or delivery (at COP expense) of any or all items listed above (Commonwealth-owned property).

Per Article 4.E.2, if the COP Agency does not contact PSU within 60 days of receipt of this report to arrange delivery or pick-up of any listed above (Commonwealth-owned property), such property will become the property of The Pennsylvania State University.