

## IS It OCO?



Now that online requisition training has been completed by a large majority of the campus, purchasing goods has become more streamlined with faster delivery. Understanding the difference between OCO and Expense funds and making the correct budget transfer can keep the ordering process on the fast track.

What makes up OCO? OCO items are goods you can touch and cost \$1,000 or more, like a computer or a workstation. Is a \$500 lateral file OCO? Yes and No. If the lateral file is attached to your workstation and the total is \$1,000 or more, it is OCO. If it is free standing and costs less than \$1,000, it is expense. Just remember that when all the components of an item (including shipping and installation) are \$1,000 or more it is OCO.

Information on service agreements and software will be in the next issue.

## P-Card Fact

It's handy to go on-line to make a purchase. You're careful to print the receipt for your P-Card Approver, always noting the FEID #, Commodity Code, Account Code and Index. You know that soon the item will arrive and you have been careful to secure the requested information. You wait, and wait, and wait. Where is that item? First you are concerned, then frustrated and finally angry! The mystery might be solved by knowing that if you neglected to request that your Building and Room number be placed within the address, the item is returned. Then, you will be contacted for the required information. They will send it to you, along with an additional \$5.00 charge. You can receive your item faster and more cheaply by remembering to add the Building and Room number in the address.



## Unauthorized Purchases

Many departmental users obtain quotes from vendors for various items; however, departmental users should not fax or send copies of purchase requisitions or purchase orders to vendors to place orders. Instead, departmental users should forward a copy of the quote to Procurement and Contracts, who will then send a purchase order to the vendor for the requested items. If you should send a copy of your requisition or purchase order to the vendor, be advised that this may cause a duplicate order to be shipped and your department could be held responsible for restocking fees, the cost of the duplicate item if the vendor is not willing to take the item back, and/or shipping charges to return the item.



## Fastest Computer Receipt



Have you noticed that some people receive their Dell computer faster than others? The difference is the E-Quote number. When searching the information for the type of computer desired, make sure to scroll down to the bottom of the last page and click on the icon:

**Save as E-Quote.** When there is no E-Quote number, Dell has to manually build the quote, which takes longer since it is manually completed. So, one little click, and your computer will be received much sooner with greater accuracy.

## Property Transfers

**Change in Accountability** - A property Transfer Form is to be completed when property items are transferred between university departments. The form is to be initiated by the transferring department and must be signed by both the transferring and receiving Accountable Officers, then forwarded to the Property Section. Failure to promptly process this document will result in inaccurate property records and the transferring department will not be relieved of its custodial accountability. Property transfer forms are available through Argus/Services/Search.



**Change in Location** - An E-mail message to the Property Section will suffice in changing the physical location of the equipment but will not relieve custodian responsibility. Please include the property tag number and the new location.

E-mail Dorothy Bruton at [dbruton@uwf.edu](mailto:dbruton@uwf.edu) if you need assistance with:

- New items received but not tagged. Include PO#
- Procedure to donate items to a department

## P-Card Correction

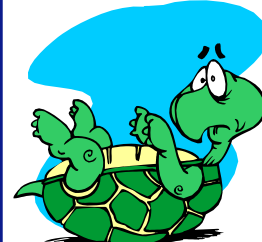


When P-Card approval is not accomplished within the seven day approval window, the charges "fall off", making it necessary to correct the error with a journal entry. Steps for the journal entry are:

- Go to Argus, then click on SERVICES.
- Click on the box - **Stuff you may want to do.**
- Open the Journal Entry form, which is an excel document. For your convenience, the form is filled it. Before proceeding, **please** save a copy to your hard-drive and then clear that information before you start putting in your own information. Fill out the form completely with your information.
- Under the Transaction Description please put the vendor's name and the transaction number from your P-Card report (S00\*\*\*\*\*). This information is required for your correction to be fully processed.
- After you have completed entering all your information, save the form to Excel and then attach it to an e-mail to Sherry Dawson. Please do not copy and paste it to the e-mail.

If you have any questions please contact Sherry Dawson at extension 3048 or [sdawson@uwf.edu](mailto:sdawson@uwf.edu).

If you are still using the old form saved on your hard drive, please delete it and start using the new one, which is much more user friendly.



**Behold the turtle. He only makes progress when he sticks his neck out.**

*James Bryant Conant*