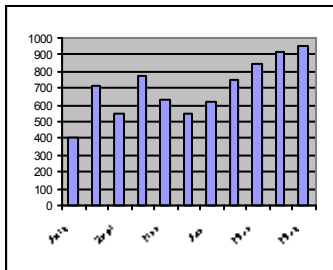


Purchasing Card News



P-Card Transactions By Month	
July	400
August	713
September	550
October	771
November	634
December	547
January	620
February	750
March	845
April	912
May	950
Total	7691

Total Dollars Spent To Date
\$ 1,413,295.46

If you would like to submit a P-Card question, suggestion, issue, or a concern. Please e-mail it to rhale1@uwf.edu or smorgan@uwf.edu.

Purchasing Card Transactions

Just a friendly reminder that June 17th is the last day to use your P-card for purchases from this year's funds. We ask that if you are going to use your P-card for Office Depot do so by the 14th of June so the charges will have time to be processed before July 1st. All charges must be approved by the 28th of June in order to come out of this year's funds. If not approved by the 28th the charges will come out of next year's funds. Remember to check the approver screen each day for charges.

FEID# for Purchases

Remember you must get the FEID# for each new vendor you use before you make the purchase. Due to the increased use of the internet for purchases, many are making the purchases and then finding out that it is very difficult to obtain the company's FEID# for various reasons. Internet sites do not post their FEID# on their website. In order for the charges to be approved, these vendors must be loaded in the SAMAS system. If you have difficulty obtaining one please contact us. We will try and help you obtain it. When you ask Purchasing to add a vendor to SAMAS please remember to include the phone# for the vendor.

One Time Transaction Overrides and Increase in Monthly Limits

Whenever you need a one time transaction override or an increase in your monthly charge limit you must have your supervisor send an email to rhale1@uwf.edu or smorgan@uwf.edu approving the change or the transaction. These changes must be in writing. If your card is declined please give Becky a call at 2629 and the bank can be contacted to find out why.

Changes in Approvers

If your approver or backup approver changes for any reason or will be out for any length of time please notify Becky at rhale1@uwf.edu. It will help us when sending out our pcard reminder emails. Please remember that transactions must be approved before the 7 day limit has been reached.