



Purchasing Card News

P-Card Transactions By Month

July	1027
August	1345
September	1303
Total	3675
Total Dollars Spent To Date \$741,742.18	

Making Travel Arrangements with your P-card

In an effort to support our local minority businesses, we ask that you use one of our minority travel agencies. The ones listed below are certified minority vendors within the state of Florida. Also, remember to put your TAR #'s in the description when approving travel-related charges.

A Ticket to Ride Travel, Inc.	477-2044	Gulf Breeze	934-0802
Pace-Milton	995-0744	Adventure Travel	478-6250
Majestic Travel	934-3597	Pensacola Travel	944-9114
Fillette Green Travel	434-2543	Around the World Travel	473-1400

Object Codes

When assigning an object code if one is not available to fit the commodity/service please contact Sandra Harris in the Controller's Office. She will advise you as to which object code to use. sharris@uwf.edu or Ext. 3044

P-Card Survey

Thank you for filling out our P-Card Survey. We will take your suggestions and try to implement them into the P-Card Program. Most of the responses stated they did not like using SAMAS. We are in the processing of looking for a better way to process P-Card charges. Any suggestions that you have would be greatly appreciated.

Tax Exemptions at Wal-Mart

Wal-Mart recently informed Purchasing that they would be issuing new tax-exemption cards at their stores. They stated that each customer must come into the store to complete a new application form and be issued their new ID card. The ID card is valid at any Wal-Mart across the country. The deadline for completion is October 30, 2002. After this date, the old cards will not be valid and tax exempt purchases will not be accepted. If any vendor will not remove the sales tax from your purchase, they should not be used; however, if you are already in the process of checking out at a store, go ahead with the purchase and we will pay the sales tax. Do not use that vendor in the future and email Becky Hale at rhale1@uwf.edu. I will inform the other P-Card users.

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

SAMAS logon problems? Contact Lisa Griswold at extension 2292.