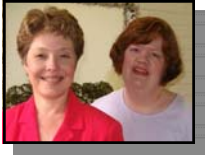


# Procurement Matters... *We Aim for Exemplary Customer Service*

Procurement & Contracts Department  
January 14, 2005

<http://uwf.edu/purchasing>



by  
Cherie Judd &  
Becky Hale  
P-Card Administrators

## P-Card Word Power

How well do you know P-Card terms? Test your knowledge with the quiz below. To make it even more fun, there are additional, incorrect answers supplied. *The answers are located at the bottom of the page.*

- |                             |   |
|-----------------------------|---|
| 1. Account Manager          | A. Backup approver                          |
| 2. Approver/Backup Approver | B. Fund, Org, Program                       |
| 3. Auto-Post                | C. Dispute between approver/backup approver |
| 4. Blocked MCC Code         | D. Posted w/o correct information           |
| 5. Business Expense         | E. Authorized to make purchases             |
| 6. Business Manager         | F. Form, OCO, Project                       |
| 7. Cardholder               | G. Approves cardholder transactions         |
| 8. FOP                      | H. Prohibited vendor                        |
| 9. Formal Dispute           | I. Unresolved vendor dispute                |
| 10. Goods                   | J. Prohibited use of another's card         |
|                             | K. Primary Approver                         |
|                             | L. Commodity for sale, lease or rent        |
|                             | M. Pre-authorized posting of goods          |
|                             | N. Purchases that support UWF               |
|                             | O. Authorized to override charges           |

10 correct - Excellent  
8-9 correct - Good  
6-7 correct - Fair



## One-Time Override for P-Card Purchases

The majority of cardholders have a single transaction limit, which means one swipe of the card for \$1,000, unless special permission has been given for more. If, on the rare occasion, a cardholder needs to make a purchase of non-OCO items amounting to over \$1,000, his/her supervisor must send an email to the P-Card Administrator (Cherie Judd or Becky Hale) to request a one-time override. The email should contain the vendor's name, the exact amount of the charge and the item(s) to be purchased. The P-Card Administrators will contact the Bank of America to set up the one-time override.

## Need a Vendor Added?

It's easy to get your vendor information added to Banner when you provide six basic pieces of information by email to [bmoulder@uwf.edu](mailto:bmoulder@uwf.edu), [cjudd@uwf.edu](mailto:cjudd@uwf.edu), and [cperez@uwf.edu](mailto:cperez@uwf.edu).

- 9-digit Taxpayer ID Number: Federal Employee ID (FEID) or Social Security Number (SSN)
- Complete Vendor Name (not just acronym)
- PO Box or Street Address
- City, State and Zip
- Phone Number (may also include toll-free)
- Fax Number

If you are having problems getting any of the basic information, try searching their web site. Most companies have a website with a Contact link. Once the information is received, the vendor information will be added within 1 work day (24 hours). If you have any additional vendor information, such as the name of the contact person, company web address or email address, please include that, too. The more information, the better.

## You Are Invited

The Procurement and Contracts Office invites all departments, staff and students to the Vendor Fair. This is your opportunity to network with local and state businesses.



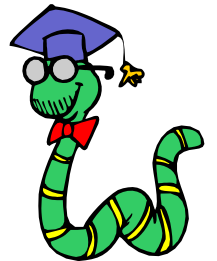
**Thursday, February 24th**  
**10 AM until 2 PM**  
**Commons Auditorium**

**~ Prizes ~ ~ Snacks ~**

Contact:  
Regina Bell  
474-2632  
[rbell@uwf.edu](mailto:rbell@uwf.edu)

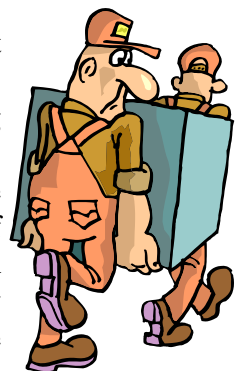
## On-Line Requisition Training

Candace Perez is preparing the materials for the pilot **Banner** requisition training classes to begin in February. Further information will be available soon.



## We Are Moving

During January, Procurement and Contracts will be moving to Building 8, located at the corner of Hillview and University Parkway. The staff phone numbers will remain the same, and of course, you can rely on the same high quality service that you've come to expect.



Answers to P-Card Word Power  
1K, 2G, 3D, 4H, 5N, 6A, 7E, 8B, 9L  
10L