

Procurement Matters... We Aim for Exemplary Customer Service

Procurement Services
April 6, 2006

<http://uwf.edu/procurement>

P-Card Approvers

All P-Card charges are required to be approved in the SCT Banner system. If the approver/backup approver does not approve the charge, this impacts more than a correction using the journal ledger correction form. Not approving the charge within the 7 days can cause the following:



"This item is accountability. Ralph, that's where you come in."

- Budget errors
- Inaccurate university reports
- Audit findings
- Fraudulent charges
- Stolen credit card numbers
- Additional workload to correct budget

You must complete all four fields in the "FAAINVT" system to approve the charge:

1. Vendor number
2. Commodity code
3. Fund/org
4. **Account code** – You should never see "70354" in the ACCT field, this is the default code and your charge will auto-post if this number is not changed.

Once these four items have been completed, the charge will drop from the recently revised P-Card Auto-Post Report.

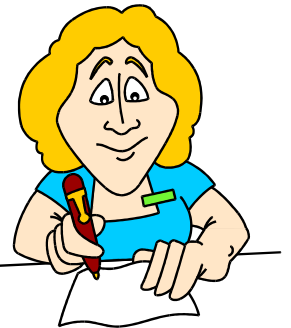
If you have any questions, please email Cherie Judd at cjudd@uwf.edu.

Vendor Requests

When emailing vendor requests, please state in the subject line whether the vendor is being added for P-Card, requisition or Direct Pay.

Email the following minimal required information to Beth Moulder (bmoulder@uwf.edu).

1. Vendor Name
2. Street/Mailing Address
3. City, State and ZIP Code
4. Phone Number
5. Fax Number
6. 9-digit Taxpayer Identification Number (either a Social Security Number or Employer Identification Number)

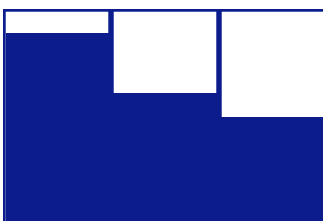


Important: When a SSN is used, please be sure to identify it as such. The number is required to properly search before a Banner ID is generated.

Note: Most foreign vendors will not have a Taxpayer ID (Canadian companies often have one). Procurement will generate an ID for those without a number and forward that number when we reply. Other information you may already have is welcomed but not required (web address, contact name, email address, etc.). Procurement will respond within 24 hours.

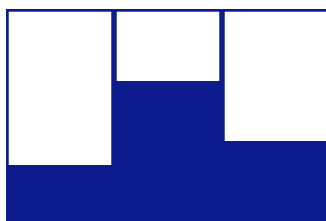
Minority Business Report

Construction



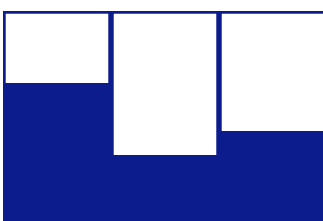
\$1,146,589	\$375,957	\$331,184
2003-2004	2004-2005	2005-2006
July-Dec		

A & E Services



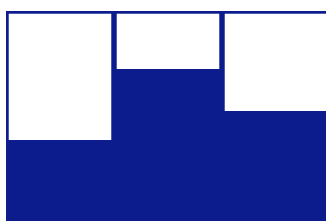
\$131,509	\$399,230	\$177,501
2003-2204	2004-2005	2005-2006
July-Dec		

Commodities



\$456,872	\$199,775	\$298,454
2003-2004	2004-2005	2005-2006
July-Dec		

Contractual Services



\$241,498	\$806,054	\$379,994
2003-2204	2004-2005	2005-2006
Dec-July		



Banner 7 Training Intro for Requisitioners and Approvers

This course introduces Banner requisitioners and approvers to the process changes associated with Banner 7. This course is for

those who have attended Banner Online Purchase Requisition or Requisition Approver Training. These classes may be scheduled through the reservation desk.

- Class 1 2006/05/04 at 2 PM (1 seat available)
- Class 2 2006/05/09 at 9AM (5 seats available)
- Class 3 2006/05/11 at 2 PM (9 seats available)
- Class 4 2006/05/16 at 9 AM (7 seats available)
- Class 5 2006/05/18 at 2 PM (10 seats available)
- Class 6 2006/05/23 at 9 AM (10 seats available)
- Class 7 2005/05/25 at 2 PM (10 seats available)
- Class 8 2006/05/30 at 9 AM (10 seats available)

Banner Cancellation/Close

To cancel or close a purchase order, please submit an email to the appropriate Buyer:

1. Provide purchase order number
2. Confirm all invoices have been paid
3. State the reason for cancellation or closing

