

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

<http://uwf.edu/procurement>

Procurement Services  
August 2, 2006

## Procurement Services Staff

<b>Candace Perez</b>	x 2630	Furniture, Banner Systems Specialist
<b>Catherine DeAngelo</b>	x 2050	Project Coordinator
<b>David O'Brien</b>	x 2626	Asst. VP, Admin. Affairs
<b>Elaine Smith</b>	x 2627	Contracts Manager
<b>Eric Engelmeyer</b>	x 2629	Senior Buyer, PCard Administrator
<b>Judy Jasmyn</b>	x 2633	Senior Buyer, Contracts, Construction
<b>Leslie Bradley</b>	x 2625	Procurement Agent, PCard, Banner vendor information
<b>Rich Hinton</b>	x 2631	Buyer, Construction
<b>Wendy Baudin</b>	x 2628	Procurement Manager



**Eric Engelmeyer**



**Catherine DeAngelo**



**Leslie Bradley**



## “Go Shopping” Tab In Argus

Procurement Services is proud to announce the new **Go Shopping** tab, making shopping easier than ever with direct links to such vendors as Dell and CDW-G. To create the **GO Shopping** Tab in Argus:

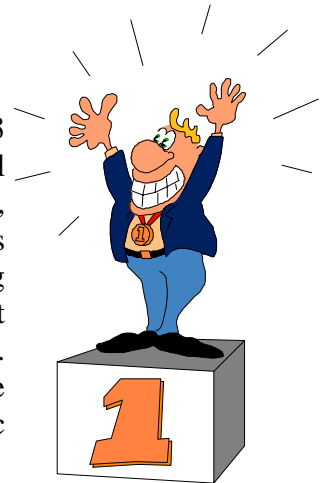
- Click the **Content/Layout** link
- Click on **Add New Tab**
- **Complete four fields**
  1. Name the tab (Key in Go Shopping)
  2. Select the type (Framed) and key in [uwf.edu/procurement/argus](http://uwf.edu/procurement/argus)
  3. Select a position for your tab
  4. Click on Submit
- Click on **back to tab**

Please let Procurement know how your purchasing experience can be improved.

## Procurement Services Receives Award

From an elite group of only 93 organizations from a national pool of over 2,600 entries, UWF Procurement Services has received the Outstanding accreditation Achievement Award for the second time. This award recognizes those agencies that lead the public procurement profession.

Accreditation assures the general public that an agency's purchasing department has appropriate policies and procedures. And, that on any given day, business processes are beyond reproach and ethical at all points of view, and continually striving for improvement.



## Banner Information

**Vendor Information Request:** All vendor requests to be keyed into Banner should be directed to Leslie Bradley at [lbradley@uwf.edu](mailto:lbradley@uwf.edu).

### How to Find the Buyer

- Banner Reports Menu
- Click on Procurement Services
- Click on Requisition Status
- Search by Requisitioner's name or Index
- Select Begin/end date

### How to Find a PO Number

- Go to Banner Production
- Key in FOIDOCH
- Type REQ in the Document Type box
- Tab to Document Code, type in the Requisition number; example: R0001758
- Next Block



## Banner Training

Procurement Services provides training on a variety of topics. For your convenience all classes are scheduled at 9 AM in Building 37, Room 117.

**Online Requisitions**

- Tuesday, August 22
- Tuesday, September 19
- Tuesday, October 24

### Online Requisitions - Approver

- Wednesday, August 23
- Wednesday, September 20
- Wednesday, October 25

### PCard Holders and Managers (Approvers)

- Thursday, August 17
- Thursday, September 21
- Thursday, October 19

To register, click on the following link:

<https://nautical.uwf.edu/comm/desk/Calendar.cfm>