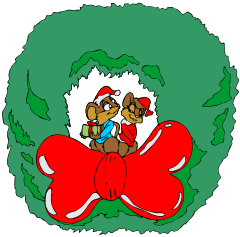


Procurement Matters... *We Aim for Exemplary Customer Service*

Procurement Services
December 1, 2006

<http://uwf.edu/procurement>



Holiday Open House

Let's celebrate the holidays together. You are invited to the Procurement Services Open House! There will be food, fun and more...

**Friday, December 8
12 - 4 PM**

Procurement Services, Building 8

Information Corner

I am responsible for several funds/orgns (indexes). Is there a way that I can view all of them?

Yes. And the steps are simple:

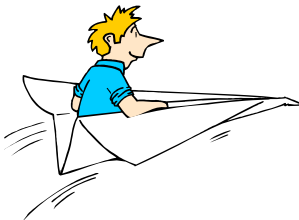
- Sign into Argus
- Go to My Office tab
- Go to Banner ERP System Channel
- Click on View My Finance Fund/Org
- The screen will show those funds/orgns for which you have security



By checking this site you will know if you currently have the required level of security. If your fund security is lacking for any funds, complete a Banner Access Request Form to add or delete funds. Time delays can be prevented by keeping the funds security updated.

Remember: Changes to Banner Security can only be made if the information is submitted through the Banner Access Request form.

Where do I send the vendor invoices?



If a legitimate invoice is received directly from the vendor, the invoice should be approved by the appropriate person in your department and

sent promptly to Accounts Payable, Building 20 East. All original invoices must be sent directly to Accounts Payable to ensure prompt and accurate payment to the vendor. Only when an invoice is needed as backup documentation for a requisition should a **copy** of the invoice be sent to Procurement Services. Accounts Payable must have an invoice to correspond with the purchase order before they can render payment.



Vendor Fair

Why is the Vendor Fair important to you? **Because you need the services/products only vendors can provide!** Many people have been working together to enhance the variety of vendors being offered at this year's Vendor Fair.

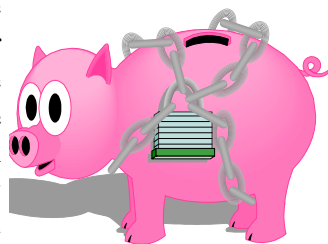
You may even learn of a new product/service to make your life easier.

Soon you will be receiving a list of the vendors attending, along with a guide to easily find those vendors for your personal/professional enhancement. Please support the development of this networking opportunity by committing some time to visit their booth and learning about the products they offer. Also, if you have a vendor you would like to have participate in the Fair, please send the name and contact information to [Catherine DeAngelo](#) or [Judy Jasmyn](#).

Holiday Break

PCard Requirements

Planning ahead for the holiday break from December 23rd to January 1st will ensure that PCard charges are appropriately approved and that special and emergency purchases can be made without incident. It is the responsibility of the Cardholders and Account/Business Managers to ensure that:



- Temporary single/cycle limit increases/overrides needed during the break are in place before Dec. 20th.
- Vendors for PCard approval are added into Banner before Dec 15th.
- All P-card charges showing in Banner before the break are approved by Dec. 22nd.
- Charges do not auto post unapproved during the holiday break.

Please determine your requirements before the holiday break and plan accordingly. If you have any questions or need help, contact the PCard Program Administrators; [Leslie Bradley](#) (474-2625) or [Eric Engelmeyer](#) (474-2629).

New Contracts on Go Shopping Tab

Procurement is pleased to announce there are several new contracts located on Argus/ "Go Shopping" tab:

- Hewlett Packard – Printers
- VWR – Scientific
- ICI- Glidden Paints
- Gateway – Computers
- CDW-G – Computer hardware and software



After clicking on the Go Shopping link, you will be provided an information page with contact name, etc. along with the direct link to the UWF/Vendor's web site. For those of you who like to shop and browse, we have worked with each vendor to have the password requirement removed. However, if you choose to order expense items at their web sites with your PCard, the completion of a vendor web profile will be required.

To find joy in work
is to find the
fountain of youth.

Pearl S. Buck

