

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

<http://uwf.edu/procurement>

Procurement Services  
January 23, 2006

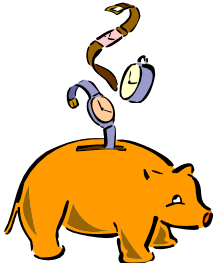


**Minority Business Enterprise  
Vendor Fair**  
Thursday, February 23rd  
10 AM to 2 PM in the Commons

## Safety Measure

Your safety and the security of the University property is of utmost importance. Therefore, UWF policy prohibits selling items on campus by solicitors, tradesmen, students, faculty or other University personnel. A permit is required before anyone enters the campus for the purpose of transacting business. Excluded from this policy are businesses expressly invited by the appropriate department to come on campus. Anyone wishing to conduct business on campus must apply in writing to the Vice President for Administrative Affairs for an official permit.

## Commodities Library



'SPEND TIME WISELY'

Initially, our library contained only furniture information. For the last year Procurement Services has been expanding the library to contain vendor information on a variety of items such as bleachers, medical items, uniforms, scientific equipment, children's equipment, etc. The library is available for your use at your convenience. Just email Judy Jasmyn at [jjasmyn@uwf.edu](mailto:jjasmyn@uwf.edu) to receive a list of vendor information on available commodities.

## Change Orders

The process for change orders for such items as deletion of an item, price change, etc. is very simple. Send the buyer of the original purchase order an email requesting the change (include PO #).



## Banner Information

Do you have Banner questions and just wish there was one place, just one easy place with quick answers that could be understood? For answers and instructions to some simple Banner questions, please review our new **Banner Information** page at: [http://uwf.edu/procurement/BannerInfo\\_Intro.html](http://uwf.edu/procurement/BannerInfo_Intro.html).

## Updated Contact List

**P-Card:** Cherie Judd (474-2069 or [cjudd@uwf.edu](mailto:cjudd@uwf.edu)), backup Beth Moulder (474-2625 or [bmoulder@uwf.edu](mailto:bmoulder@uwf.edu))  
**Reqs. & Approvals:** Cherie and Candace Perez (474-2630 or [cperez@uwf.edu](mailto:cperez@uwf.edu))  
**Vendors:** Beth, (backup - Cherie and Candace)

## Furniture

Growth at UWF is a good thing! Along with growth comes an increasing need for furniture and a myriad of questions. Which furniture vendors provide the best customer service? Which vendors provide hands-on help with the order? What about loaner items? Do the products arrive on time, in good shape and installed properly? For the last several months these services have been tracked and scores have been recorded. When you call Judy Jasmyn at 474-2633 in Procurement Services to request help with furniture, you will be able to choose among a list of vendors that have proven to provide outstanding customer service.

## One-Time Override for P-Card Purchases

To make a one-time non-OCO purchase that is more than \$999.00, the Cardholder's supervisor must send an email justification to the P-Card Administrator, Cherie Judd at [cjudd@uwf.edu](mailto:cjudd@uwf.edu).

The email should contain:

- Cardholder's name
- Exact amount of the purchase
- Item or service to be purchased
- Vendor's name



The P-Card Administrator will contact the Bank of America to set up the one-time override.

- \* **Never "split" the cost of one purchase.**
- \* **The billing cycle is from the 5th of each month to the 4th of the next month.**

## Requisition Status

**Has the purchase order been created?** In looking at your notes you realize you forgot to note the requisition number. Now what do you do? Just

follow these easy steps to find your requisition number and purchase order number:

- Go to Banner Reports Menu
- Click on Procurement & Contracts
- Click on Requisition Status
- You can search by Index or Requestor (Requestioner) then click Submit (be sure to put in the begin and end dates or you will get everything listed!)
- You will get a requisition number as well as the purchase order number if the purchase order has been completed.

