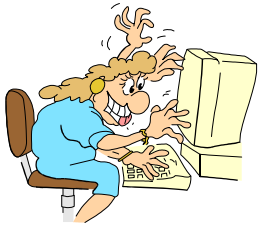




# Procurement Matters... *We Aim for Exemplary Customer Service*

<http://uwf.edu/procurement>

Procurement Services  
June 5, 2006



## I want to purchase a computer. What do I do?

Purchasing a computer without first seeking ITS review and recommendations could lead to problems. Certain computers are not supported by ITS nor can they handle the University's current and future requirements.

### Steps for Computer Purchase:

- From the Argus Services tab select "Buy A Computer"
- Review the Purchase Recommendations
- Go to the Procurement Computer web page for links to current hardware vendors:  
<http://uwf.edu/procurement/Commodities.html>
- Customize your own computer configuration or send an email to [computerpurchase@uwf.edu](mailto:computerpurchase@uwf.edu) requesting personalized assistance
- Obtain your electronic quote from the vendor
- Send the electronic quote to [computerpurchase@uwf.edu](mailto:computerpurchase@uwf.edu) for ITS email approval
- ITS will reply indicating whether your request has been approved
- Submit a Banner requisition and reference the quote number
- Send the quote and the IT email approval both identified with the requisition number to Procurement at [procurement@uwf.edu](mailto:procurement@uwf.edu).

## Avoid PCard Auto-Post and Unclassified Charges

Cardholders are required to provide the original receipts to their PCard Approver within 3 days after the purchase. The vendor's receipt should include date of purchase, vendor's name, address, phone, fax, description of item(s) purchased, quantity, unit price and total cost. In addition, the Cardholder should provide on the receipt:

- Vendor's FEID No.
- Commodity Code
- Account Code
- Index Code
- TAR No. (when applicable)
- Cardholder signature and date

If the Approver does not receive the receipt within 3 days, the Approver is to approve the charge in Banner to avoid auto-posting leading to an unclassified charge. The Approver then contacts the PCard Internal Auditor, Sabrina Williams at [swilliams@uwf.edu](mailto:swilliams@uwf.edu). If a receipt cannot be obtained, a Replacement Request Form can be used located at:

[http://uwf.edu/procurement/PCard\\_Form\\_ReplacementReceipt.pdf](http://uwf.edu/procurement/PCard_Form_ReplacementReceipt.pdf)



## When can I use a Direct Pay Request form?

The following should be submitted on a Direct Pay Request regardless of the total dollar amount:

1. Subscriptions and Memberships that cannot be paid with a Visa credit card (UWF PCard)
2. Postmaster payments
3. Medical expenses for injuries incurred while on athletic trips not covered by insurance
4. All approved concession payment requests
5. Licenses/Permits or other fees imposed by a governmental entity
6. Fees required for Accreditation or Certification
7. Allowable Reimbursement for Expenses Other Than Travel – purchase and reimbursement of any single item exceeding \$1000 is not allowed. A Banner Requisition must be submitted to acquire this type item.

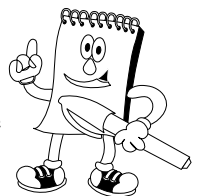
The purchase of goods and services less than \$1000 should be submitted on a Direct Pay Request when a Visa credit card (UWF PCard) cannot be used.

**Documentation from the vendor indicating that Visa credit card is not accepted must be submitted with the Direct Pay Request.** Allowable goods and services include but are not limited to:

1. Catering (with approved UWF caterers and from authorized funding sources)
2. Food (from authorized funding sources)
3. Background Screenings
4. Entertainment Contracts
5. Athletic Game Officials
6. Non-Employee Stipends
7. Research Subject Payments
8. Advertising Invoices
9. Professional Services
10. The Direct Pay Guidelines and Procedures provide more information and is on the Accounts Payable website along with the Direct Pay Request form. Questions should be directed to Paula Harding, [pharding@uwf.edu](mailto:pharding@uwf.edu), or 474-3046.

## Paper Prices Going Up. Need a Substitute?

Once again the price of paper is on the rise. Our office supply vendor, GCOP, has provided us a substitute paper that is comparable in quality to the Georgia Pacific brand which is currently being purchased by the campus. If you are interested in purchasing this substitute, please use the following ordering information



**Name:** Value Plus

**Order No.:** GCO1120VP

**Price:** \$25/Case, \$2.50/Ream

## Requisition and PCard Deadlines

**June 2** - OCO Requisitions

**June 16** - Expense Requisitions

**June 16** - PCard Charges\*

\*June 16<sup>th</sup> is the last day that PCard charges can be applied to this 05/06 fiscal year's budget. If the charge is received after June 16, it will be applied toward next year's (06/07) budget.