



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

<http://uwf.edu/procurement>

Procurement Services  
March 7, 2006



## Warning: PCard Approvers

It is possible for scam artists to steal credit card numbers, where previously it was enough to protect them from being physically stolen. To protect your PCard number against unlawful use, it is essential that PCard approvers do the following:

- Check transactions daily in the Banner system.
- If there is a suspect charge, contact the PCard holder immediately.
- If the charges are not valid, the card holder should call Bank of America at 1-888-449-2273 to report the theft (number is on the back of the PCard). Also call Cherie Judd at 2069 and Sabrina Williams at 7374 to report the theft.

## Who Moves Furniture

That's the question most often heard. So, here's a handy guide to make your move easier.

### Contact Facilities Management for moving:

- Boxes
- Free-standing desks
- Empty file cabinets
- Chairs
- Book cases
- Computers (must be unplugged - owner responsible for the cables)
- Any items that do not require disassembling



The department submits a work order on-line for the scheduling of this service.

### Contact Procurement Services/ Judy Jasmyn for:

- New or existing furniture that must be disassembled/reassembled
- Any additional moving services not performed by Facilities

The department contacts Judy as soon as the furniture need or project arises. Judy will discuss your needs and provide assistance and guidance throughout the project.

### Contacts:

Facilities work order: <http://cmmsweb.pome.uwf.edu/>  
Judy Jasmyn: 474-2633 or [jjasmyn@uwf.edu](mailto:jjasmyn@uwf.edu)

## P-Card "Phishing" Scam Alert



We have been notified that UWF P-Card holders have received an email from "The Farmers Bank Security Team" suggesting that the Card holder's Visa card has been blocked. This is another type of scam called "phishing" which is trying to lure the recipient of the email to divulge

personal and financial information. Legitimate organizations will not request this type of information on-line. Please disregard future announcements concerning your PCard from outside sources. You should only receive notices from UWF Procurement Services.

Please do the following if you receive an email that asks for personal or financial information:

1. Do not reply or click the link in the message
2. Immediately delete the email
3. Add Sender to "Blocked Senders List" in your Email Setup
4. Contact the P-card administrator, Cherie Judd [cjudd@uwf.edu](mailto:cjudd@uwf.edu) ext. 2069

## Bits of Tips

### P-Card

Charges to foreign vendors often generate a separate charge that comes through as International Transaction. The same vendor ID used for the original charge is to be used for this transaction since they are related charges.

### Memberships

Membership dues are processed either by P-Card or Direct Pay Request regardless of the dollar amount. When the vendor accepts Visa, dues are paid by P-Card. When the vendor does not accept Visa, a Direct Pay Request is submitted. A requisition does not need to be submitted; if it is, it will be deleted. Here is a link to the Membership Instructions: [http://uwf.edu/financial/Membership\\_Instructions.html](http://uwf.edu/financial/Membership_Instructions.html).



### Direct Pay Requests

The department is responsible for securing a [Banner Vendor Information Form](#) from vendors/payees not in Banner and forwarding the form to Accounts Payable with the [Direct Pay Request Form \(Excel Format\)](#) [Direct Pay Request Form \(PDF Format\)](#). Only UWF employees and students receiving reimbursement for expenses do not need to complete the Banner Vendor Information Form. Questions about the Banner Vendor Information Form should be directed to Beth Moulder [bmoulder@uwf.edu](mailto:bmoulder@uwf.edu) or x2625).



### 6-Digit Requisition Numbers

The old 6-digit requisition numbers are no longer being used. Banner assigns the number when entering a new requisition. You simply click next block without entering anything in the "Requisition" field.

## Vendor Fair Successful

How is success gauged? Regina Bell, Minority Business Coordinator, believes that it's obvious when counting the 18 vendors and 164 staff and students that attended the February 23rd Third Annual



Vendor Fair. Many of you (to be exact there were 31) received door prizes such as a scanner, gift basket, personal care products, bags and shirts. Vendors reported that appointments were made to discuss the department's needs. Making it easier for the buyer and seller to do business is what the Vendor Fair is all about. If you weren't there, you should mark it on your calendar for next year, February 22, 2007. Yes, work has already begun on the Fourth Annual Vendor Fair!