



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

<http://uwf.edu/procurement>

Procurement Services
May 3, 2006

Household Moves

The Procurement website has been updated to reflect the addition of a local Mayflower vendor - A & A Transfer and Storage. They may be contacted for household moves on University of Florida contract # 04H-123YC. The discounts will remain the same as any other Mayflower carrier.

Contact: Glenn Clark, 434-3533



P-Card Update

The P-Card Reference Guide has been updated, with special attention concerning the Cardholder and Approver responsibilities, pages 13 –16:

- Page 10: Table of Contents
- Page 11: P-Card Program Contacts
- Page 12: Overview-Approver
- Page 13: Cardholder
- Page 14: Cardholder
- Page 15: Approver/Backup Approver
- Page 16: Approver/Backup Approver
- Page 16: What Does Approving Mean ...
- Page 16: Why An Approver Needs to Approve
- Page 18: Scams & What To Do If It Happens
- Page 19: Travel - Avis Rental



The updated link for the P-Card Policy and Guide:

http://uwf.edu/procurement/PCard_UnivPolicyAndReferenceGuide.pdf

Job Vacancy Ad

Before placing a job vacancy advertisement in a newspaper or periodical, written approval from Kim Keebler, Office of Human Resources, must be received. Send a copy of the ad to Kim at kkeebler@uwf.edu. When charging the job vacancy ad to a P-Card, written approval must be attached to the receipt. If you have any questions please email or contact Kim at 474-2156.

Banner Requisitions Using Foundation Funds

New procedures have been developed for the creation of Banner requisitions using Foundations funds. Only individuals in the Foundation Office have security to the Foundation Index/Fund/Orgn. The requestor must obtain approval from the Foundation office before submitting the requisition. For the detailed procedure, click on:

http://uwf.edu/procurement/SOP_200.01_FoundationReqs.pdf or visit our Standard Operating Procedures menu selection located at our web site: <http://uwf.edu/procurement/welcome.cfm>

Banner 7 Upgrade Training

This course will introduce Banner requisitioners and requisition approvers to the process changes associated with the Banner 7 upgrade. This course is for those who have already attended Banner Online Purchase Requisition or Requisition Approver Training.



- Class 1 2006/05/04 at 2 PM (0 seats available)
- Class 2 2006/05/04 at 9 AM (0 seats available)
- Class 3 2006/05/11 at 2 PM (1 seats available)
- Class 4 2006/05/16 at 9 AM (3 seats available)
- Class 5 2006/05/18 at 2 PM (8 seats available)
- Class 6 2006/05/23 at 2 PM (7 seats available)
- Class 7 2006/05/25 at 2 PM (10 seats available)
- Class 8 2006/05/30 at 9 AM (8 seats available)

Classes 2-8 are in the ERP Training Room in Bldg. 37.

Click on the link to register for this class:

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

Requisition Status

The status of a requisition can easily be found by:

- Going to the Banner Reports Menu in Argus
- Click on Procurement Services
- Click on Requisition Status
- Enter the Index or the Requestor's name
- Enter the date ranges if you do not want all requisitions to display



If the P.O. and Buyer fields are blank, the requisition has not arrived in Procurement. It may still be waiting approval, has been disapproved or the requisition was not completed.

If the P.O. field is blank, but the Buyer field has been assigned, the Buyer is working the requisition and it has not yet been processed into a P.O. If you need additional information concerning your request, please contact the assigned Buyer.

Another way to determine if a requisition has been assigned a P.O. # is to visit the FOIDoch screen in Banner Production.

Commonly Asked Question

I would like to purchase a piece of equipment (OCO) that costs \$3,000. May I use my P-Card to purchase this item?. P-Cards are to be used for expense items only, and not for OCO items. Definition for OCO - A single item or system (including freight) costing \$1,000 or more. The item is tangible and has a life span of more than one year. OCO items are to be processed through the inventory and property tag procedure in Banner. If you have a special or urgent need dealing with an OCO item, please contact Wendy Baudin, ext. 2628 or wbaudin@uwf.edu.



Banner Access Request Form

The main contact is Doyle Pitts at dpitts@uwf.edu or 474-3028. No more paper! It is no longer necessary to fax a request to add a fund/org. The process is now accomplished on-line. The new form is found in Argus, Click the **My Office** tab, under the **Banner ERP System** click on **Banner Access Request** and fill out the form. Please note: When prompted under "Check the Type of Access Needed", Financial Banner Fund Org must be checked for the screen to pop up to enter the Funds and Orgs. The fund/org addition will be on the second page. The request will go to your supervisor in an email and they can approve the request from their email.

At times our own light goes out and is rekindled by a spark from another person.
Each of us has cause to think with deep gratitude of those who have lighted the flame within us.

Albert Schweitzer