

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

Procurement Services
November 7, 2006

<http://uwf.edu/procurement>



Christmas Party

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

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



Vendor Fair

The Vendor Fair is your opportunity to gain information for professional and personal use. We all know the vendors provide products, but even more importantly, they can help find solutions to challenges. Get to know the vendors at this year's Vendor Fair and you'll develop partnerships to help you succeed.

**Thursday, February 22, 2007
10 AM to 2 PM
Conference Center**

Commodity Coding

When creating requisitions for software, it is important that the item description identifies it as software. In most cases the commodity code is for a general item description and is not specific for software. Writing software in the description will be a great help to the buyers when creating a purchase order.

Improved Search

The Daily Requisition Status Report has been improved so that you can search by requisition number.

Scam Update

The Toner Scam is making its way through universities again. In one case, the department in another university was charged \$439 per toner cartridge (9 times market value!). These helpful suggestions may prevent you from becoming a victim:

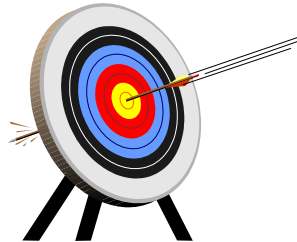


- Provide labels for copiers and faxes warning people not to give out make, model or toner information to callers.
- Never give a vendor authorization to ship a product until you have a purchase order.
- Don't believe pitches such as 2 for 1 sale.
- Never order anything from unsolicited sales calls.
- If in doubt about a scammer, tell them you are transferring them to Procurement-they usually hang up immediately.
- Forward the scam email to General Counsel at gcfrofrontdesk@uwf.edu, ITS at helpdesk@uwf.edu and the Police at uwfpolice@argo.uwf.edu

Moving Services

UWF utilizes a contract for moving services. This means less work for you in that you only need one quote. This item and other items can be seen on the **Go Shopping** tab in Argus or Click on the following link to see the approved vendors:

http://uwf.edu/procurement/Moving_Vendors.html



PCard Information

Why do I have to include the Index Code when approving?

The Index Code identifies the department. It is required that Index Codes be used when approving PCard transactions

in Banner. When Index Codes are not used, the transaction becomes invalid and must be completed with a journal voucher processed by Financial Services before the fiscal year is closed.

Why can't I be the Account Manager and Business Manager for my department?

The Account Manager is the approver and the Business Manager is the backup approver. Since charges auto-post in seven days, the Business Manager (backup approver) approves the charges if the Account Manager (approver) is unavailable to approve the charges. Each PCard user must have an Account Manager and Business Manager assigned to their account. To prevent audit findings the PCard program utilizes this backup system as a safety measure.

I know that when I approved the PCard charges I inserted the Commodity Code and I saw the vendor name was listed. These items are missing now. What happened?



It's good that you mentioned this. Sometimes there is a Banner error.

Banner automatically saves the information when the next block feature is used. However, every once in a while there is a Banner error. The only way to prevent the loss of data is to periodically hit the save key. And, it helps to click previous block to view the saved information.

I went over my PCard limit and my purchase was declined. My records show I still have money for this cycle. What happened?

When checking your account balance in Banner, you are actually only seeing the items that have posted. Purchases are instantly credited with the bank but usually take a few days to post. The only way to be sure of your balance is to print the list of items posted and add all the receipts not yet posted. It is easier to keep track when everyone submits receipts immediately after the purchase.