

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

Procurement and Contracts  
December 6, 2007

<http://uwf.edu/procurement>



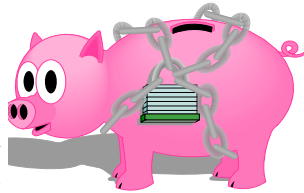
## Happy Holidays

Procurement and Contracts  
looks forward to serving  
you in the New Year.

### Holiday Break

#### PCard Requirements

Planning ahead for the holiday break from December 24<sup>th</sup> through January 1<sup>st</sup> will ensure that PCard charges are appropriately approved and that special and emergency purchases can be made without incident. It is the responsibility of the Cardholders and Account/Business Managers to ensure that:



- Temporary single/cycle limit increases/overrides needed during the break are in place before Dec. 17<sup>th</sup>.
- Vendors for PCard approval are added into Banner before Dec 13<sup>th</sup>.
- All P-card charges showing in Banner before the break are approved by Dec.21<sup>st</sup>.
- Charges do not auto post unapproved during the holiday break.

Please determine your requirements before the holiday break and plan accordingly. If you have any questions or need help, contact the PCard Program Administrator [Eric Engelmeyer](#) (474-2629).



### Do You Need a Banner Access Request Form?

Before beginning the intensive process of adding access to a Fund/Org, check your available Fund/Org.

- Go to Banner ERP System
  - Click on Banner Security Applications link
  - Choose Fund/Org Security Search by User
- This report will list every Fund/Org you have available and could **save you time**. If your Fund/Org is listed, a Banner Access Report form will not be needed.



### Requisition Deadline

In order to ensure your requisitions will be processed before the Holiday Break, requisitions must be received by Procurement and Contracts no later than:

**Friday, December 14<sup>th</sup>.**

Requisitions received after that date will be processed after the first of the year 2008.

### 5th Annual UWF Vendor Fair Feb. 28, 2008



The purpose of the yearly Vendor Fair is to provide you an opportunity to learn about new products and to develop working relationships with vendors for future business.

Soon you will be receiving a list of the participating vendors, along with a guide to easily find those vendors. Please support the development of this networking opportunity by committing some time to visit their booths to learn about the products they offer.

If you have a vendor you would like to invite to participate in the Vendor Fair, please send the name and contact information to [Catherine DeAngelo](#) or [Judy Jasmyn](#).

### Lost or Stolen Cards

If a PCard is lost or stolen, or the charges are fraudulent, the Cardholder is responsible for immediately contacting:

- The PCard Internal Auditor
- The University Police Department
- The Pcard Administrator to order a replacement card and to obtain information to approve the fraudulent charges
- The Bank to report the theft.



When you discover your mission, you will feel its demand. It will fill you with enthusiasm and a burning desire to get to work on it.



*W. Clement Stone*