



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

<http://uwf.edu/procurement>

Procurement Services

February 15, 2007

Vendor Fair is Here

Do you have the Vendor Fair marked on your calendar? The excitement shown by the vendors' response has been palpable. They are anxious to provide goods and services to you, not only for use at UWF but for you personally. Please remember to look at the list of vendors, which will be sent to you soon through Group email, and make a special effort to learn more about the goods and services available.



We'll see you there!

Vendor Fair

Thursday, February 22nd

10 AM to 2 PM

UWF Conference Center

Free Ergonomic Assessment

After hours of working at your computer do you struggle with neck, back, knee or wrist pain? Proper body alignment with the work environment can increase energy and circulation, prevent injury and reduce after injury pain. Candace Perez, Furniture Buyer, has many years of experience working with a wide range of ergonomic equipment, workstations and environments is now accepting appointments for a basic ergonomic assessment of departmental furnishings. Contact [Candace Perez](mailto:Candace.Perez@uwf.edu) at 474-2630 for your **free** assessment now.



Procurement Suggestion Box



At Procurement Services we want to know how we are doing and how we can improve processes and service for our customers. We now have a Suggestion Box on our website at uwf.edu/procurement to allow us to get valuable feedback containing your ideas and comments to help us serve you better.

After the Fact Orders

A purchase order is a contract and must be issued and received by the vendor **before** commodities are delivered or services are rendered, as found in Florida Administrative code 6C6-6.0058. Individuals making purchases outside the normal procedures will be required to supply a detailed explanation for review by the University's Inspector General before a purchase order can be processed. If you have an after the fact situation, contact Wendy Baudin ext. 2628.



PCard Versus P. O.

There is a real cost/time savings when using the PCard compared to creating a purchase order. The estimated cost to use the PCard is around \$32 per transaction while the cost to issue a purchase order is \$125. The majority of the cost savings is in time and labor, but is still a great savings even though it does not show up on the bottom line budget. When purchases total less than \$1,000, a PCard should be used, or a direct pay when the vendor does not accept the PCard.

PCard Apology

Many of the University PCards are expiring at the end of February (2/28/07), and the replacement PCard is available for pickup at Procurement Services, Building 8 between the hours of 8:00 a.m.– 5:00 p.m., Monday through Friday. If you experience any problems with the activation or use of your new card, we sincerely apologize for the inconvenience or embarrassment this has caused you, and please **immediately** contact Eric Engelmeyer 474-2629 or Leslie Bradley 474-2625, so we can promptly assist you.

In order to pick up your new card, you will need to bring the following:

- Picture ID
- The expired PCard
- Signed New PCard Cardholder Agreement and Application – (if you have not already submitted)

New Procedure for Check Processing

Accounts Payable/Travel payments are now processed twice weekly on Tuesday and Thursday mornings instead of daily. All requests for payment must be received in Accounts Payable/Travel by 2:00 pm on Monday and Wednesday to be processed for printing the next day. Any requests received after the cutoff will be processed for the next print cycle.



Paula Harding, pharding@uwf.edu, ext. 3046, will review emergency check requests and if approved, she will authorize the check to be printed ASAP. Emergency requests must be for payments that cannot wait until the next printing cycle.

Contract Signature Authority



The President is the chief executive officer of the University and is the only official legislatively granted signature authority. However, he has delegated this authority as he deems in the best interest of the University. A memo of delegated authority must be on file with Procurement Services in order to sign contracts on behalf of the University of West Florida, per 1001.75 Florida Statutes.