

Procurement Matters... We Aim for Exemplary Customer Service

Procurement Services

June 1, 2007

<http://uwf.edu/procurement>



Campus Solicitation

Vendors have been stopping by Procurement Services to complete the campus solicitation authorization form. Some of you have already implemented this new procedure and have noticed a reduction in the number of interruptions to your day. If a vendor stops by your office or calls you for an appointment, refer them to Procurement Services. We will screen the vendor and provide feedback to you.

Contracts and Agreements Requiring a Signature

When pursuing information for your purchase, the vendor may require a signed contract or a terms and conditions agreement. **Please do not sign** this contract or agreement unless you have signature authority or you have been delegated signature authority for the University. Delegated authority is to be assigned in writing by your appropriate Vice President and forwarded to Procurement Services. Please reference the University Signature Authority Policy P-04.00-06/01 dated June 4, 2001 located at <http://uwf.edu/president/policies> or confirm with your appropriate Vice President. Contact ext 2628 if you have additional questions or if you would like a copy of the University policy.



Year-End Update

It's once again time to plan ahead for the fiscal year end closing. There are guidelines in place for the processing of requisitions and PCards using E & G General Revenue funds (Fund code 110000).

Requisitions

- OCO deadline is June 1st.
- Expense deadline is June 15th.
- Requisitions submitted after June 15th cannot be processed and will be returned to the requestor.
- Requisitions for the new fiscal year 07/08 cannot be submitted by the requestor until July 10th.
- If there is an emergency situation, contact X 2628.

PCards

- Deadline is June 15th for charges to be paid with the current FY 06/07 budget.
- You may continue to use your PCard after June 15th, however, those charges will be paid with the 07/08 budget.



More Bang For Your Buck

Special Room Rates

The list of hotels agreeing to offer reduced rates to our visitors has increased. Visitors should inform the reservation agent that they are coming to visit UWF.

Residence Inn at University Mall
\$119

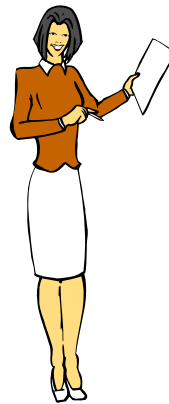
Suite with living area separated from bedroom complete with full kitchen

Rachel Burson
479-1000

7230 Plantation Road
Pensacola, Florida 32504

New Discounted Price for Career Builder

When placing your employment ads using our partner Graystone Group Advertising, you will receive a very healthy discount. Instead of the normal price of **\$419.00**, your Graystone discounted price will be **\$165.00**. This new price may allow your advertisement to reach a wider audience while meeting your budget. For more information on placing employment ads, please contact the Office of Human Resources, ext. 2156.



Helpful Hints

1. Requisition attachments should be sent to procurement@uwf.edu, through the campus mail or faxed to 850-474-2090. **Always, always, always** reference the requisition number in the subject line of each email and on each page when mailing or faxing the backup documentation to prevent unnecessary delays in processing. When the requisition number is missing the buyer must peruse each email for the correct backup documentation. By adding the requisition number in the subject line or on each page when faxing, you make it easier for Procurement Services to create your purchase order and saves you time in that you won't be contacted for the information.
2. Instructions to add the Go Shopping tab can be found on the procurement@uwf.edu website, click on Buying Information, then Go Shopping.

Quick Email Access

Once an email is sent, the address can be accessed by typing the first few letters of the address. Assuming the email address is correctly inserted the first time, subsequent emails would also be sent to the correct address. There have been instances of backup documentation being sent but not arriving in procurement's email. One miscommunicated letter prevents successful transmission. Also, there is no need to copy a Buyer when sending backup documentation to Procurement since each Buyer checks the procurement email.



Account Access

Do you know which accounts are available for your PCard or requisition use? This information is now readily available without completing a Banner Access Request form. Go to Argus, My Office Tab, Banner ERP System channel and View My Finance Fund/Org to see the accounts available for your use. With this new link, you need only submit a request if the account is not listed.

