

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

Procurement Services

May 10, 2007

<http://uwf.edu/procurement>

Environmentally Friendly, Green Purchasing Web Page

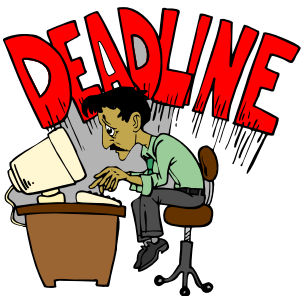
The University of West Florida is committed to leadership in the area of environmental stewardship and preservation of the environment. We are continuously looking for "Green-Minded" vendors and individuals to help us further the environmental awareness message to support the University's commitment to responsible environmental actions and practices. Green Purchasing is the purchase of goods and services that minimize environmental impact. It includes the purchase of products that have a reduced negative impact on human health and the environment when compared with competing products that serve the same purpose.



Adherence to cost, quality and performance standards is important and need not be sacrificed. Procurement decisions include economic criteria, as well as a strong commitment toward environmental protection. Faculty and staff have the opportunity, and are encouraged, to purchase environmentally friendly products and services. Please visit our new site to view the University programs now in place at:

<http://uwf.edu/procurement/RecycledProducts.html>.

If you know of any other programs that can be included, please let us know.



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

New: Video Conferencing & Multimedia Contract

A new contract with SKC Communication Products for discounted videoconferencing and multimedia is available on the Argus "Go Shopping" tab. The link provides direct access to this vendor's website for the following products: **Codain; Polycom; Tandberg Videoconferencing; Plantronic headsets; Avaya Phone Systems; VBrick Digital Video Systems.**

Lost or Stolen PCard

The Cardholder is not to order his/her own replacement card. When reporting the loss to the bank, the Cardholder should inform the Bank Representative that the replacement card will be ordered by a PCard Administrator (Procurement Services) and that the replacement card should be sent to the PCard Administrator only and not to the cardholder directly.



If your PCard is lost or stolen, immediately report the incident to:

- A PCard Administrator; Leslie Bradley at X 2626 or Eric Engelmeyer at X 2629
- Bank of America 800-300-3084
- Sabrina Williams, Internal Auditing, at X 7374

Vendor Cold Calls

Sometimes vendors call Procurement Services requesting a list of the departmental contacts that may use their goods or services. Those vendors are instructed to email or forward through the mail to Procurement Services information about their company. In turn, Procurement Services sends the information to the department that may use their type of goods or services. **Departmental contact names are never given out.** The department can call the vendor for more information, if interested.



Procurement Services is your resource hub for information. When a vendor shows up at your desk or phones you, asking to speak to the person doing the buying, direct them to Procurement Services. Procurement Services will screen the vendors and provide information circumventing the hassle of unwanted disruptions in your day.

Furniture Ordering Procedure

Before scheduling a meeting with local furniture contractors to order new furniture, contact Candace Perez at Ext. 2630. In an effort to eliminate ADA non-compliance and other important issues across campus, new procedures were recently implemented. Go to:

http://uwf.edu/procurement/SOP_501.02_FurniturePurchase.pdf.

One phone call will save you money and time!

