



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

Procurement Services
October 1, 2007

<http://uwf.edu/procurement>

Office Depot Kick-Off

Representatives will be available to show you how to establish your account to receive discounts on your business and personal purchases, as well as demonstrations to showcase new and unique products.



Don't Miss this Opportunity!

Wednesday, October 3, 2007
10 AM to 2 PM
Conference Center
Refreshments Will Be Served



Vendor Search

Converting the use of social security numbers to Banner numbers to identify vendors is a step in the right direction for the safety of your identity.

However, vendor searches must now be more thorough. Now that Banner generated numbers are the identifier, searching by the vendor name should be the first method, followed by FEID and social security number (if applicable).

PCard Know How

Do you really need a requisition to purchase that item(s)? Maybe not. You can use your PCard for everything except OCO items. If your single swipe limit or PCard limit isn't enough to cover the expenditure, a one time increase is available.



The Cardholder's "supervisor" sends an email to the PCard Administrator, Eric Engelmeyer, with:

- The Supervisor's approval
- Cardholder's name
- Exact amount of the purchase
- Item or service to be purchased
- Vendor's name

The Cardholder and the Supervisor will be notified when the increase is in place. If you have questions, contact Eric Engelmeyer at eenelmeyer@uwf.edu or ext. 2629.

Save yourself some time, put it on your PCard.

See UWF PCard Policy and Reference Guide for further information .

Small Business Opportunities Fair

Tuesday, November 6, 2007
10 AM to 2 PM

UWF Conference Centers A, B & C

This is a great opportunity to increase your department's pool of small business vendors by counseling them as to how they may do business with you. For more information contact Carol Morgan at cmorgan@uwf.edu.



New MasterCard PCards

The mass distribution of the PCards and Nautilus cards has been coordinated so that both can be picked up at the same time. Present your PCard & photo ID to receive your new MasterCard PCard.

Wednesday & Thursday
October 17 & 18
Building 20W Lobby
8 AM to 6 PM

For those that miss this two day event, PCards can be picked up in Building 8. Any questions, contact Eric at ext. 2629 or Leslie at ext. 2625.

Holidays Are Coming

We're all excited that the holidays will be here soon and it's never too early to make preparations. The timely processing of your requisitions is important to us, and to better serve you during this holiday season, a requisition deadline has been implemented. In order to ensure your requisitions will be processed before the Holiday Break, requisitions must be received by Procurement no later than **Friday, December 14th**. Requisitions received after that date will be processed after the first of the year 2008.



Prohibited PCard Items

Now that everyone knows that OCO is any tangible item costing \$1,000 or more, there is an exception to the rule. Hard bound books that cost **\$250** or more are considered OCO items, and as such, the purchase may not be made using a PCard. The OCO books are legally owned by the University and must remain permanently as UWF property. Each year an inventory of OCO books is compared with the property records and all discrepancies are traced and reconciled in compliance to Section 273.02 of the Florida Statutes.



On-Line PCard Course

The response has been very positive to the On-Line PCard Course. The main comments have been, "It's convenient, informative and worthwhile". With this course it won't take long to have a thorough understanding of the PCard system. It's also a great course to refresh your knowledge if it's been awhile since you've used the information.

So, have you been working smarter, not harder? This course is available by registering at the Training Reservation Desk located on Argus. See it for yourself. You'll be glad you did.