



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

Procurement Services
September 10, 2007

<http://uwf.edu/procurement>



Achievement of Excellence Award

UWF has been awarded the 2007 National Purchasing Institute Achievement of Excellence in Procurement. From an elite group of national awardees, UWF Procurement and Contracts is one of forty to achieve this award **six times** in a row, one of four universities nationwide and the only university chosen within the state of Florida.

Office Depot Kick-Off

A new office supplies contract with Office Depot begins October 1st. This contract replaces the current contract with GCOP. To celebrate this momentous event Office Depot has planned to distribute catalogs and showcase their products on Wednesday, October 3rd.

The contract with Office Depot offers a discount range of 28% to 89% off of the catalog list price on core products and 24% on other office products. There is also a volume discount based on the size of each order. Orders of \$150-\$225 have an additional 1% discount and for orders exceeding \$225, the additional discount is 1.5%.

An important benefit is that you will receive the same discounted prices whether you are purchasing items on the website or in the store. Office Depot also offers a special program for employee personal purchases. Information will be provided at the Kick-Off.

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

Important Furniture Guidelines

Most furniture must be purchased utilizing Florida State or E & I contracts, which offer a wide variety of manufacturers for products at substantial discounts. For purchases outside of these contracts, justification must show that there is a cost savings and the product is of equal quality, durability and warranty.

Contract furniture is ordered directly from the factory and is manufactured when the order is received. Therefore, if the order is to be cancelled after production has begun, there will be a restocking fee of approximately 10% to 25% of the total order, depending on the manufacturer.



More Bang For Your Buck

New E&I Contract:

Technology Integration Group (TIG) offers a full range of computer needs, which includes desktops, tower-bases, handhelds, laptops, notebooks, digital laboratory and process control systems along with installation and support. This vendor and the direct link to the UWF/TIG web page with discounted prices and no shipping costs is located on the Argus "Go Shopping" tab. This is an E&I contract, therefore, the University will receive an annual rebate in accordance with University spend.



New MasterCard PCards

The University has contracted with GE Capital to provide MasterCard purchasing cards for a better rebate package, which translates into increased revenue for the University. Beginning October 17th the new cards will be available.

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.

Requisitions

It is so convenient to be able to complete a requisition at your leisure. You can leave it and complete it the next day. However, if when you go back to complete the requisition and the information is missing, you probably inserted an incorrect requisition number. Get out and try again. Otherwise, you could end up with two requisitions for one item.



Please reference the requisition number in the subject line of the email or on each page when sending documentation to Procurement.

It takes time to pair the requisition quote with the requisition. It makes it easier for us to find the backup documentation when the requisition number is referenced on the subject line in the email or on each faxed page. When the requisition number is missing from the documentation each buyer must view all documents, which delays the process. Referencing the requisition number will go a long way toward the speedy completion of your purchase order.