

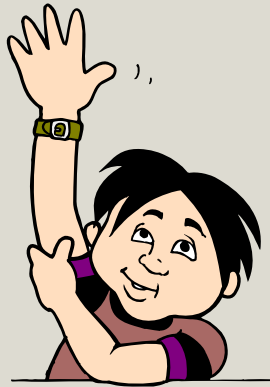
Procurement Matters... *We Aim for Exemplary Customer Service*

Procurement and Contracts
April 25, 2008

<http://uwf.edu/procurement>

Requisition Know How

Now that Banner requisitions have been around for awhile we may forget some of the very basic helpful hints...at least until a problem arises to remind us. So, before the problems, here's some information to make everyone's life better:



- If you must exit a Banner Requisition before it is complete, you can reopen it.
 - Go to FPAREQN
 - Enter the exact Requisition Number (including the "R" and all 7 digits)
 If you reopen an incomplete Banner Requisition and the information is not there, the wrong number has been entered, creating a whole new Requisition. You must first delete this new Requisition before trying to reopen the existing Requisition. To delete this "blank" Requisition
 - Click "Record" from the top of the Requisition
 - Choose "Remove"
 - You will be prompted to do these two steps a second time
 - After you click "Record" and "Remove" the second time you will get a message indicating the document has been deleted
- Please reference the correct requisition number in the subject line of the email or on each page when faxing backup documentation to Procurement. When the requisition number is missing from the documentation each buyer must view all documents, which delays the process. Referencing the requisition number speeds the completion of your purchase order.
- When a mistake has been made on a requisition, ask your Requisition Approver to disapprove the Requisition. A disapproved Requisition becomes incomplete and can be reopened and corrected by going to FPAREQN and entering the Requisition number.

We Support Recycling

The Leadership Pensacola Class of 2008 created **Live Green Escambia** to initiate a lasting change within our community regarding the environment. Please show your support for the project and curbside recycling for Escambia County by visiting their website: www.livegreenescambia.com, clicking on the "We Support Recycling" button and submitting your name and e-mail address. While on their site, please take the Escambia County Recycling poll located under the **News** section.



PCard

Audit Findings

We all like the convenience of using the PCard for our purchases. However, along with the convenience comes the responsibility for its use.



Internal Auditing is responsible for auditing the PCard holder and manager activity. The most recent PCard audit shows some areas of concern:

- Prohibited items
- Split transactions (same vendor, same date transaction to avoid single swipe limits).
- Lack of detailed transaction documentation (original documentation not kept with PCard documents, business purpose not noted on the receipt, etc.).
- Department heads are not reviewing/signing the reconciliation reports.
- Insufficient reconciliation procedures (incomplete, cardholder reconciling own, incorrect coding, etc.).

Help is available:

The On-Line PCard Course is a great way to refresh you PCard knowledge when it's been awhile since you've used the information. You may take the course as often as you like by registering at the Training Reservation Deck located on Argus.

VIP PCard People

The Account and Business Managers are very important to the PCard program. They are our first line of defense against budget errors, audit findings and fraud. Here's how:



- They quickly detect stolen cards or card numbers.
- They quickly detect fraudulent charges.
- They prevent budget errors that cause additional paperwork.
- They protect us from audit findings that can affect everyone.
- They promote correct University and State expenditure reports.

The next time you hand in your PCard receipts say **Thank You**. After all, they are working hard for all of us.

P & C Deadlines

To be charged to the current fiscal year budget, purchase requisitions must be received in Procurement and Contracts as follows:



- | | |
|-----------------------|---|
| Friday, May 2 | Requests for quotation (RFQ) of \$25,000 or more. |
| Friday, June 6 | Requisitions less than \$25,000 |