

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

Procurement and Contracts
February 4, 2008

<http://uwf.edu/procurement>

Vendor Fair is Here



It's your day of opportunities. Do you have the Vendor Fair marked on your calendar? The vendors are anxious to provide goods and services to you, not only for use at UWF but for you personally. Please remember to look at the list of vendors, which will be sent to you soon through Group email, and make a special effort to learn more about the goods and services available.

We'll see you there!

Vendor Fair
Thursday, February 28th
10 AM to 2 PM
UWF Conference Center

Office Depot Workshop

Shopping Made Easy

Tuesday, February 19, 2008

10 AM - 11:30 AM

UWF Commons Auditorium

- Tips that can make ordering fast and easy
- Instructions for converting to individual business profile
- Question and answer session



**You MUST attend this workshop
in order to use your PCard for
Office Depot Purchases**

Refreshments
Samples
Drawing for high back leather chair

BANG

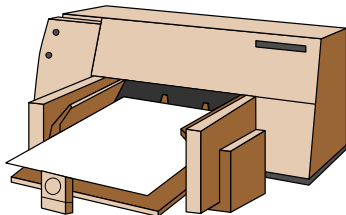


**More Bang
For Your Buck**

Office Depot Has Big Savings on Toner

Do you know the difference between remanufactured and compatible toner cartridges?

- Remanufactured toner cartridges have 0% new parts, print quality is poor, can cause printer malfunction and can have leakage.
- Compatible toner cartridges have 80% new parts (only the outer shell is recycled), print quality is better or equal to original cartridge, **does not** cause printer malfunction and there is no leakage.



Office Depot sells compatible toner cartridges from Magnetic Imaging Supplies (MIS), a minority owned business:

- There is 100% satisfaction guarantee.
- MIS warrants that under normal use, its cartridges will not cause damage or abnormal wear to any properly maintained, compatible computer. If a MIS compatible cartridge is found to be defective and causes damage to a computer, MIS will pay for the repair or replacement of the damaged printer.

Great Office Depot Offer

Office Depot has established a pilot program for the use of the compatible cartridge to show the professional quality of the product. This pilot program offer goes to the first department to volunteer for this program by contacting Candace Perez at ext. 2630. **If you are interested in this great offer, call Candace now! First call wins!**

PCard Updates

It appears there may be some hesitancy by cardholders and their supervisors to increase the PCard limit for a one-time purchase or permanently for recurring charges rather than creating a requisition. The fact is UWF promotes the use of the PCard over the requisition whenever possible for two very important reasons:



1. The University receives a percentage of the money back at the end of the year. The more purchases made with the PCard rather than with requisitions translates into more money for UWF.
2. There is an addition savings of time in that using the PCard is faster than creating a requisition! There is an administrative savings of \$67 when purchasing with a PCard vs. requisition.

It's Easy to Eliminate PCard Notifications Going to Junk Mail

If your PCard notifications are going to junk e-mail in error, it is very easy to fix. Right click on the e-mail, select junk e-mail, and add the sender to the safe senders' list. Next time you'll receive your notification when a PCard has appeared for approval.



Paper Price Increase

Escalating paper costs for packaging, transportation and energy have contributed to the increased cost of paper, which translates into a higher cost for our paper purchases. The increase is approximately 6% to 8% and will begin March 1, 2008. If you need paper, be sure to stock up before the new price goes into effect.