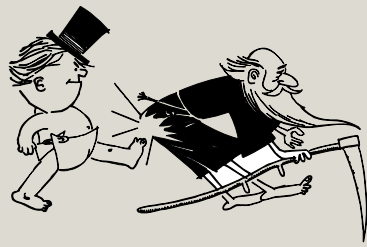


Procurement Matters... *We Aim for Exemplary Customer Service*

Procurement and Contracts
June 25, 2008

<http://uwf.edu/procurement>



*** Urgent *** New Year's Notice

Requisition deadline is past. In order to complete the necessary year-end Banner tasks, no new requisitions are to be submitted until July 10th.

Thank you,
Procurement & Contracts



Useful PCard Information

For Your Edification

Use the PCard rather than a purchase order whenever possible. The University receives a rebate from the bank based on the total volume of PCard dollars spent. It's almost like found money! The exceptions are OCO and prohibited items.

PCard & Requisition On-line eLearning courses are available:

- PCard Basics
- PCard Manager
- Banner Requisition
- Banner Requisition Approver

For additional information, please contact Eric Engelmeyer at 474-2629 or Candace Perez at 474-2630.



New Vendors

New vendors must be added to Banner to allow the PCard charges to be approved before the Auto-Posting date.

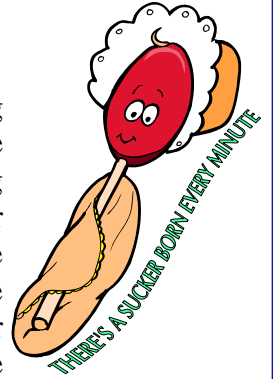
- The link supplied to all vendors is: <http://uwf.edu/procurement>, directing them to select Vendor Registration.

This link does not require/involve Argus access and can be accessed using any standard web browser.

- Foreign vendors must also submit the appropriate W-8 form located at www.irs.gov.
- It is imperative that every effort is made to be proactive so that the vendor information is inserted into Banner before the charge appears on the screen for approval. Waiting until the Manager is approving the charge and then having to urgently request the vendor be keyed into banner may not be advantageous or possible and could cause the charge to post unapproved, resulting in an audit finding.

Don't Be A Sucker

The criminals are always looking for suckers. Suckers are people thinking they can get something for nothing but end up losing their money. The criminals make the scam look authentic to get the most cooperation from the sucker while stealing their money. The criminals' skills have become more innovative as victims become more aware. The most recent scam to reach UWF is a survey supposedly from MasterCard congratulating the recipient for being selected to take part in a quick and



Do Not answer email or phone inquiries from any sources other than the University concerning your PCard information.

easy survey. In return they will credit \$150 to your account. They further state the on-line survey will take 2 minutes to complete. Who wouldn't like \$150 for 2 minutes of your time? The link address even looks real! Unfortunately, the truth is the victim is cheated out of money. When you receive an email requesting any information, **don't do it!** Instead, forward the email to:

1. General Counsel: gcfrodest@uwf.edu
2. ITS: scam@uwf.edu
3. Police: uwfpolice@argo.uwf.edu

**Be Smart...
Don't Be A Sucker!**



Check the Forms

Procurement and Contracts routinely seeks to improve the forms provided to its customers. Therefore, for faster service do not save P&C forms to your hard drive, always go to the website for the most current, updated forms.

OCO Definition

Operating Capital Outlay

- Purchase of equipment, fixtures, and other tangible property
- Non-consumable and non-expendable with the value or cost of \$1,000 or more with the normal expected life of 1 year or more
- Hardback-covered bound books that are circulated to students or the general public, the value or cost of \$25 or more
- Hardback-covered bound books, the value or cost of \$100 or more.

