



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

Procurement and Contracts  
March 26, 2008

<http://uwf.edu/procurement>

## On-Line Requisition Training

It's finally a reality! Procurement and Contracts now offers On-line Requisition and Requisition Approver training. Information is located at Procurement's New Internal Web Page:

<http://uwf.edu/procurement/internal>.

This course also has new subjects, making it great as a refresher course:

- Document vs. Commodity Level Accounting
- Split Funding
- Copying a Requisition

Training is easy to locate. Once at the website, just scroll to the "Training (On-Line)" button on the left of the screen to view and sign up for on-line training, as well as download all current training manuals. Please print out a current training manual for reference during the training and for future use. For questions, contact Candace Perez at Ext. 2630 or [cperez@uwf.edu](mailto:cperez@uwf.edu).



## On-Line Vendor Registration

The On-line Vendor Registration is now processed through the new electronic system. **Vendors** can register on-line by accessing the new on-line registration form located on Procurement's external web site. Departments may forward the link to the vendors containing the registration form located at: <http://uwf.edu/procurement>.

There is also a new process for urgent and emergency vendor entry situations. **Departments** complete the on-line vendor registration form located at Procurement's internal web site:

<http://uwf.edu/procurement/internal>. By including the email address, an automatic email notice will be sent to the vendor requesting completion of the on-line Vendor Registration form.

For additional information please contact Leslie Bradley at Ext. 2625 or [lbradley@uwf.edu](mailto:lbradley@uwf.edu).

## Office Depot

### UWF Employee Personal Accounts

Office Depot extends to UWF employees the same contract discount for their personal purchases as UWF business purchases. To set up your personal account, email Nichole Colony at [Nichole.Colony@OfficeDepot.com](mailto:Nichole.Colony@OfficeDepot.com). Shipping is free with Office Depot on-line personal orders.



### Office Depot Business Accounts

Departmental Heads/Directors can view all purchases made by departmental staff by emailing Nichole Colony at [Nichole.Colony@OfficeDepot.com](mailto:Nichole.Colony@OfficeDepot.com) and providing the names of all department staff. Once established, the Dept. Head/Director can log on and click "Order Tracking" to view all staff purchases.

## MasterCard Fee

A Foreign Transaction Fee of 1% is charged by Mastercard, not GE, when using the PCard for international business. This is nothing new since the fee is the same amount charged by Visa for international business.



There won't be a separate line item for this fee so when approving the charge, PCard Approvers should write on the PCard receipt that there was a 1% foreign transaction fee to explain the charge discrepancy.

If there are any questions concerning the foreign transaction fee, contact Eric Engelmeyer at ext. 2629 or [eengelmeyer@uwf.edu](mailto:eengelmeyer@uwf.edu).

## Procurement & Contracts' Internal Web Page

P & C's new web page is available in Argus on the Directory (Services) tab and Go Shopping tab or by typing <http://uwf.edu/procurement/internal> in your web browser. The Internal Web Site contains all the forms, procedures and instructions in addition to other helpful information.

Procurement also maintains an external web site mainly for vendor use (<http://uwf.edu/procurement>).

## P & C Deadlines

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



- Friday, March 14** Requisitions requiring a formal proposal (RFP) of \$50,000 or more.
- Friday, April 11** Requisitions requiring a formal bid (ITB) or sole source of \$50,000 or more.
- Friday, May 2** Requests for quotation (RFQ) of \$25,000 or more.
- Friday, June 6** Requisitions less than \$25,000

The eyes see only what the mind is prepared to comprehend.



Henri Bergson

' FLY WITH THE EAGLES '