

# PURCHASING PIPELINE

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## NEW PROCESS: ON-LINE PURCHASES OF COMPUTER EQUIPMENT

Do you want to buy new computer equipment? Great! We have now made the process for buying a Dell Computer easier. The University and Dell have established a new site that will be available soon. This new site will provide you with recommended campus standards that you can custom configure at a 27% discount.

You can purchase on-line with an authorized UWF Purchase Order number or the UWF Pcard for non-OCO items. You must be authorized by your department head and set up as a Buyer by Purchasing (contact Wendy Baudin, 474-2628, wbaudin@uwf.edu). Placing your order on-line will save an additional 3 to 4 days since the order goes immediately into the Dell order queue.

Remember when you finish your on-line configuration, to save it



as an E-quote. Print your E-quote and attach it to your requisition. This quote will be saved in the Dell order system and if you are designated as a Buyer, you will be able to quickly order your system or parts using your saved E-Quote along with your Purchase Order # or Pcard for non-OCO items.

## END OF THE YEAR PURCHASING DEADLINES

May 3, 2002 OCO Requisitions

June 13, 2002 Central Stores Orders

May 24, 2002 Requests for Quotation \$15,000 or more (Expense)

Blanket PO's can be used until June 30, 2002

June 7, 2002 Expense Requisitions

## PROFESSIONAL SERVICES CONTRACTS HAVE A NEW HOME

Effective April 22, 2002, all Professional Service Contracts are to be sent to the Purchasing Department for processing. The multiple-part forms are no longer used and are to be discarded. The form is online as a one page, fill-in-the-blank form. The new PSC form is concise and the number of required signatures has been reduced. All signatures including the Payee's and Purchasing's approval must be obtained before services can be performed by the Payee.

Information, instructions, and the new form can be found by visiting Policies & Procedures on the Purchasing web site.

Please contact Purchasing at ext. 2625 if you have any questions.

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## REMINDER: REIMBURSEMENT VOUCHERS

Anyone using a Reimbursement Voucher should keep the following in mind:

- All Vouchers must have a receipt attached.
  - Vouchers under \$50, with required signature, can be taken to the Controller's Office to receive their reimbursement.
  - Any Purchase over \$1000 must have prior approval from Purchasing.
  - Reimbursement forms can be obtained from the Controller's Office.
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## THE P-CARD PROGRAM HAS NEW CONTACTS AND NEW PROCEDURES

P-Card Administrator: Becky Hale, Ext. 2629; Email: rhale1@uwf.edu

P-Card Administrator: Sue Morgan, Ext. 2069; Email: smorgan@uwf.edu.

Anyone wishing to learn more about the P-card Program or become a P-cardholder can contact Becky or Sue.

Effective May 1st, receipts will no longer need to be sent to the Controller's Office. The department must retain the original receipts in their area. The Auditors will make periodic visits to departments to verify that the receipts are being maintained.

## NEW PROCEDURE: FURNITURE INSTALLATION

Recognizing the Dept. of Facilities Management's mission and philosophy is "to provide excellent care and maintenance to buildings and their infrastructure systems", the department must carefully allocate maintenance resources to these permanent structures and systems.

Therefore, effective 2/12/02, Facilities Management will no longer accept work orders for: assembly and/or installation of new furniture; tear-downs and reinstallation of office furniture as a result of department/office relocations; or, tear-downs and reinstallation of office furniture as a result of office redesigns.

Departments purchasing furniture (less than \$1,000) using their P-Card, cash, personal credit card, or Limited Purchase Order will be responsible for the installation. The local contractor to contact for your installation quote is Gulf Coast Office Products (Contact: Dana Baldridge @ 434-5588).



Should you have any questions, contact Mrs. Candace Perez in Purchasing: Ext. 2630.

NOTE: Installations requiring remodeling or physically altering the space beyond the original condition: A "Construction Project and Space Request Form" MUST be submitted to Architectural & Engineering Services, Bldg. 90. Contact: Myles Sampson, Ext. 7344. This approval must be obtained prior to procurement of the item (s).