



FOCUS is intended to provide information to help the university community meet departmental needs for the purchase of goods and services. Please send your comments or suggestions to Jeannie Wyman (jwyman@fit.edu).

Mission Statement

The Office of Purchasing serves the university community by acquiring goods, non-personal services and capital equipment in a timely, efficient and cost-effective manner.

Procurement Card News

It has come to our attention that cardholders are using their procurement cards for food service-related purchases here on campus. When a credit card transaction is made with Florida Tech as the vendor, Florida Tech is assessed a fee by the bank for processing that transaction. A restriction to the procurement card stating that **no procurement cards may be used on campus at Florida Tech** has been added to the User's Guide. The only exception is the campus bookstore. If you require services from any of the campus dining facilities please contact **Tom Stewart** (tstewart@fit.edu) for information on obtaining a departmental meal charge card.



Card Coordinators

Bank of America has shortened the deadline for paying the procurement card bill each month. It is imperative that you return your statements by the due date stated on the E-mail. If you are unable to make the return date, all the transactions will be allocated to the default general ledger account (72202). Later, journal vouchers can be created to move charges to the correct accounts.

Web Site Updates

We have a new look. Take a few minutes to navigate through our newly improved Office of Purchasing Web site. Our thanks to **Chantelle Thompson**, university publications, for all the hours she has spent converting it to the new format. We hope the new layout will enable everyone to access information much easier.



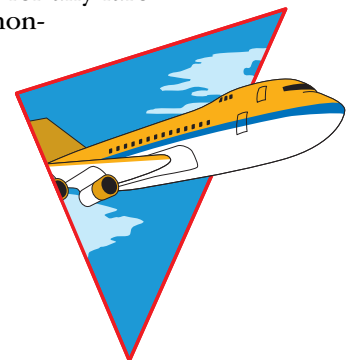
Dare to Compare

Have you been paying too much for your printer cartridges? Look on the "Contracted Pricing Agreements" section of our Web site for vendors that supply printer cartridges and perform printer repairs. These vendors have supplied us with prices for the most commonly purchased cartridges used by our campus community. Compare the cartridge prices prior to placing your next order.

Travel Update

As of August 21, Delta Air Lines has changed its policy on nonrefundable tickets. Customers holding nonrefundable tickets that allow changes have one year from the date their original ticket was issued to reschedule and apply the value of the unused ticket to a new travel itinerary. The customer will still be responsible for any fare differences and any applicable change fees. The policy includes international travel and non-refundable tickets purchased via online channels such as Travelocity and Expedia. For all the details go to the Delta Web site at www.delta.com.

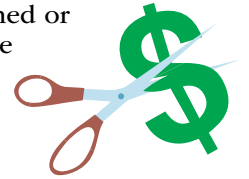
Travelmax, our university authorized travel agency, has moved its offices. They did not move far, only down the street to a larger building. The new address is 236 Fifth Avenue, Indialantic. For airline quotes call **Sandy** at 676-1770 or E-mail her at sandy@travelmaxfla.com.



Assuring Reasonable Pricing

As good stewards of university resources, we are expected to pay a reasonable price for what we purchase. With purchases of \$1,500 and over, the office of purchasing follows a competitive process that assures the prices paid for specific goods and services are reasonable. If a department wants to “sole source” a purchase, then the department must provide a “sole source document” stating the reason for the sourcing along with the original quote to the office of purchasing.

To satisfy this requirement a copy of the sole source policy may be used. An alpha letter must be circled on the form to best express reasons for selecting the vendor. The sole source policy must be signed or initialed by the department head, supervisor or end-user. A copy of the sole source policy may be found on our Web site at www.fit.edu/AdmBus/purchasing.



Quotes and Sole Source

Requisitions with a single-line item of \$1,500 or more { Two quotes or one quote with sole source justification document

Departments are responsible for assuring that the prices paid are reasonable for purchases up to \$1,500. Departments should be prepared to justify price “reasonableness” on any of their purchases. Of course, the Office of Purchasing will be happy to obtain the quotes for you if you’d rather not venture in that direction.

Since the onset of the procurement card program, the office of purchasing has enabled university departments to make the most of their purchases for goods and services under \$1,500 with the procurement card. However, accepting this responsibility also means accepting the responsibility to uphold values that govern the university’s purchasing activity.

Specifically, professional integrity is important to the university’s purchasing function. Persons that make or oversee decisions regarding vendor selection need to avoid conflict of interest situations, and interact with vendors who seek our business in a fair and equitable manner.

What do you know about warranties?

A warranty is a promise related to a product made to a buyer by either a manufacturer or a seller. A warranty is an integral part of a purchase and the kingpin everything hinges on after the purchase has been executed.



Two Kinds of Warranties:

Express Warranty—statement or promise that the seller makes to you or the buyer regarding the goods purchased and their quality or performance. The express warranty usually comes from the manufacturer with the purchase of new equipment.

Implied Warranty—an assurance imposed by law in a sale. Even though the seller may not make an explicit promise, the buyer still gets some protection. The implied warranty is one that is not expressly made but implied by law by the fact of the purchase. The implied warranty is what the law, not the seller, renders to the purchaser and does not come from the manufacturer.

Warranty Claims

During the warranty period, make sure you do everything reasonably possible to abide by the requirements of any express warranty. You should give prompt notice to the vendor, in writing, of any defects that you discover and request warranty service.

Just prior to the end of the warranty period, make sure that everything is working properly and that you have no claims to make.



News from Property Administration

Campus warehouse space is very limited at this time. If you require space to store items that you have recently purchased but will not need for some time, please contact **T.K. Dove** at ext. 7288 prior to having the items delivered to the warehouse. For other items requiring storage, refer to the **Courtesy Storage Policy** (No. 135). For short-term storage a “Courtesy Storage Request Form” is required to assist property administration in managing the available storage space.

Congratulations! We are happy to announce that T.K. Dove, property administrator, was named MVP for September. T.K. cheerfully performs his duties to support the campus community. We are very proud of him and his team.

Tidbits

Shredding was held at the beginning of August and 11,810 pounds of paper was shredded. If your department missed out, be ready next summer!

Telephones may be purchased with a procurement card from any vendor offering the specified phone at a good price. In order for the telephone to be compatible with the new phone system it should be an analog touchtone model. Caller ID is not available at this time, so buying one that includes this feature is not necessary. If you require further assistance please call **Jonna**, ext. 8002, in the Office of Telecommunications.

