



Florida Institute
of Technology
High Tech with a Human Touch

FOCUS

Focusing On Continuous University Savings

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Focus is intended to provide timely and effective information to assist you with your procurement needs. Please send comments or suggestions to the Office of Purchasing (purchasing@fit.edu).

Mission Statement

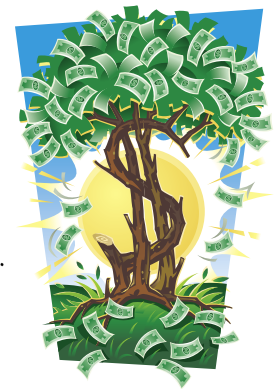
The Office of Purchasing serves the university community by acquiring goods, non-personal services and capital equipment in a timely, efficient and cost-effective manner.

Thank you to all who attended our annual Open House and Vendor Fair!

PURCHASING NEWS

SMALL DOLLAR PURCHASE ORDERS

Due to operational efficiencies and cost effectiveness, departments are encouraged to utilize Small Dollar Purchase Orders for small dollar purchases under \$500 or use the university's procurement card. Banner requisitions sent to Purchasing that could have been handled through the small dollar process will be addressed on a lower priority than other transactions requiring buyer involvement. However, if the commodities you purchase are on the restricted list, policy #122, you will have to enter a Banner purchase requisition for those purchases. We ask that you please take this into consideration when determining whether to submit a Banner requisition for a purchase.



BANNER REQUISITION PROCESSING TIPS

We have noticed an increasing number of attachments that are either not sent or are lost in transition thereby delaying the processing time of the purchase requisition. Here are some tips to expedite Banner requisition processing:

1. Write the correct requisition number on the attachment and verify that it is at least one inch from the top of the page. If the requisition number is too close to the top, the header cuts off the number when it is faxed. Make sure the requisition number contains all the digits and is clearly and legibly written.
2. Don't assume your purchase requisition will be processed within 24 hours. We make every attempt to process requisitions as quickly as possible, and we realize that emergency situations crop up from time to time. You can help us know when you have an emergency order. Most easy orders are handled within three days, but if the order includes an agreement or contract that must be reviewed, the process may be delayed by as much as a week. Please give us time to work with your requisition.
3. When inputting a requisition for equipment that has numerous specifications, make sure to enter those on the requisition. Property Management requires this information to issue tags for the equipment.
4. It is also important to input complete vendor addresses on all purchase requisitions. This helps us continue work on your requisition even if the original buyer is out. In many cases, there are multiple vendor addresses and researching the correct address can take a great deal of time, which puts your order on hold until the correct address can be tracked down.

We strive to handle purchase requisitions in the timeliest fashion. With a little help from all of you, we can continue to provide the best possible customer service and ensure the fastest possible delivery of goods and services.

Keep your eyes on your requisition. After entering a requisition, do not assume it is being processed by the Purchasing Office. The requisition has to go through approvals before Purchasing ever sees it. Go to FOAUAPP to track who needs to approve.

eMARKETPLACE

If you haven't been to our eMarketplace lately, take a moment to check out our changes. It is easier to navigate and now has a link for travel that includes hotel, auto and bus rates. Make your car and hotel reservations through these links to ensure you receive Florida Tech's discount pricing. We have also updated our copy paper pricing with both Corporate Express and Office Depot.

SHOP ONLINE!



PROCUREMENT CARD NEWS



As part of the university purchasing card policy and Bank of America rules, purchasing cards are only to be used by the actual cardholder if the card is not a departmental card. Anyone who is in the position to purchase for the university should have their own card.

Protect your business credit card just as you would your own personal credit card. Each cardholder is responsible for all legitimate transactions that are placed on their purchasing card; therefore cardholders should be the only one using his or her card.

If someone in your department needs a purchasing card, please refer them to our Web site at www.fit.edu/pmm/purchasing/procard.php for complete policy and application information. Thank you for your cooperation!

REMINDERS FROM YOUR PROCUREMENT CARD ADMINISTRATOR—Shirley Czekanski

- All card transactions default to account 72202 and must be reconciled on Banner, even if there is a dispute of the charge.
- If transactions are not reconciled by the date indicated, JVs must be done as soon as possible for those transactions.
- If distributing costs between more than one account, enter 72 for the bank code on each one.
- Do not respond to any correspondence claiming to be sent by Bank of America or Visa because it could be an attempt to obtain your account information.
- Please notify me if any of the following apply:
 - A cardholder separates from the university or transfers to another department.
 - Your card has been lost, stolen or the account compromised.
 - Any changes in who reconciles the card(s) in a department.
 - You receive correspondence from Bank of America about your card, either by mail or e-mail.
 - Bank statements not being received.

PROPERTY ADMINISTRATION NEWS

STORAGE SPACE IS AT A PREMIUM!

Due to the expansion of the psychology department into the Property Administration warehouse, storage space is at a premium. It is requested that all departments be very frugal when it comes to storing things in the warehouse. Now is the time to determine if you really need the items stored. We don't have the space to store items that you might have a use for sometime in the future. Thank you in advance for your consideration when determining what needs to be stored.

SEMIANNUAL INVENTORY

Please remember that your semiannual capital equipment inventory is due to Property Administration on January 31, 2007.



MAILROOM NEWS

ATTENTION DEPARTMENTS!

To help facilitate the mail sort process, send new faculty/staff notifications to Ed Quiroga, mailroom supervisor, at equiroga@fit.edu.

PROPOSED POSTAL RATE CASE

The USPS board of governors is considering a proposed rate increase, which would take effect May 6, 2007. A decision is expected by mid-March. If approved, the cost to mail a 1 oz. first-class letter will increase to \$0.42.

Mail classification changes will also take place in May. First-class letter mail will be limited to 3.5 oz.; anything above this rate will be treated as flat mail, which will cost more. Currently, the rate for a 2 oz. letter, flat or parcel is \$0.63. After the proposal is approved, the rate will be \$0.62/letter, \$0.82/flat and \$1.20/parcel.

Mail piece cate

item is considered to be a letter; otherwise it is a flat, and the higher flat rates will apply. Example: a 6 inch x 6 inch letter weighing 1 oz. will cost \$0.62 as opposed to \$0.42.

If you have any questions, please feel free to contact me in the mailroom at equiroga@fit.edu or ext. 7224.