



FOCUS

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Issue 1

Focusing On Continuous University Savings

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).

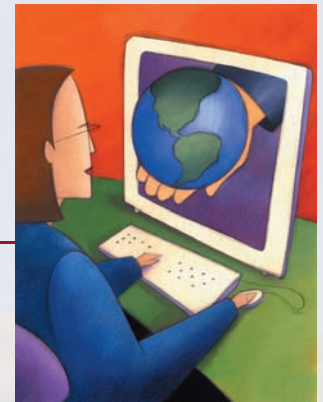
Mission Statement

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.

PURCHASING NEWS

GET READY! Our NEW Web site is in its final stage and will soon be available to the campus community. Look forward to:

- Facforum introduction with direct link to the new Web site!
- Tip card for quick reference and training distributed with two features!
 - Web site Navigational Chart
 - Requisitions—Procedure with Banner



NEW PRICE AGREEMENTS FOR 2006!

New rates for Florida Tech and updated information for the following services are now available, and will soon be on our new Web site.

- Local Hotel
- Auto Rental
- Bus/Motor Coach Rental
- Printer Service and Repair
- New Cartridges—Approved Vendors and Price List
- Remanufactured Cartridges—Approved Vendors and Price List

Need information now? Call Lisa Roche at ext. 8155 or e-mail lroche@fit.edu.

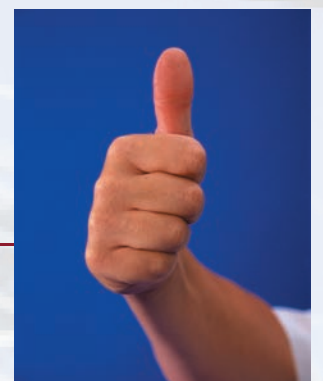
VOLUME = COST SAVINGS

Good News! No change for the following service agreements:

- Copy Paper Price Agreement—Office Depot
- Stationary Price Agreement—Flamingo Printing

SAME PRICE! SAME VENDOR!

(Price list available on the Purchasing Web site)



TIP OF THE MONTH—

LOOK OUT FOR OUTSTANDING ENCUMBRANCES

Fiscal Year-End is fast approaching! What to look for:

- Open requisition complete and no longer needed.
- Non-active open purchase orders with a balance.
- FGIENCD—Check open and close status for requisitions and purchase orders.
- Open purchase orders with a zero balance.
- Final invoice on purchase order completed. Balance remaining.

Please e-mail close requests with all pertinent information to lroche@fit.edu, cc: sczekans@fit.edu and jmoses@fit.edu.

MARK YOUR CALENDAR!

Purchasing—Preparing for Year-End • March 8, 10–11 a.m., Library Room 204 • Call Purchasing at ext. 8110 to reserve a seat!

PROCUREMENT CARD NEWS

The Florida Tech purchasing card has a new look! The account numbers and expiration dates remain the same as on your original card.
Reminders for Reconcilers

- The account on all cards defaults to 72202. This will always have to be changed to the correct account for each transaction.
- Please wait for facforum message from Shirley Czekanski to reconcile in the system.
- Transactions with more than one account? Remember to enter bank code 72.
- If there is no bank code, the accounting will appear as incomplete and will show as a failed document.



All computers, regardless of cost, cannot be purchased with a procurement card.

Computers must be tagged for IT tracking and location. Please read Policy No. 202—Track and Tag Inventory Control below.

PROPERTY ADMINISTRATION NEWS

POLICY NO: 202 TRACK AND TAG INVENTORY CONTROL

I. PURPOSE

The purpose of this policy is to provide guidance to the Property Management unit for tracking and tagging the university's capital assets (\$1,500 and over). All university equipment meeting this criterion will be tagged and tracked in the university's Capital Asset Management System. The tag number is assigned and attached to equipment for inventory and identification purposes. All computer equipment less than \$1,500 will be tagged for IT tracking and location, but not for the Capital Asset System.

II. SCOPE

This policy applies to all university departments.

III. PROCEDURE

The following assets are inventoried (tracked and tagged) and must be carried on the property records of the university and inventoried on a regular basis:

- All assets meeting the university's capitalization policy and with a unit cost of \$1,500 or more will be considered a capital asset.
- Workstations, laptops and notebook computers will be tagged for IT tracking and location.

Items that were placed in the Capital Asset Management System database, but are no longer considered capital assets, will remain in the database until the asset has been depreciated salvage value, surplus, sold or disposed of based upon the acceptable accounting standards.

Each capital asset's information will be verified (location, status, condition, description, manufacturer's model number, serial number and year manufactured).

(All policies for Property Administration are available on the Property Administration Web site.)

Questions regarding shipping services? E-mail hmetz@fit.edu or call ext. 7225.

SURPLUS AVAILABLE FOR REDISTRIBUTION!

<http://www.fit.edu/AdmBus/purchasing/propadmin/surplusavl.html>

MAILROOM NEWS

HOURS

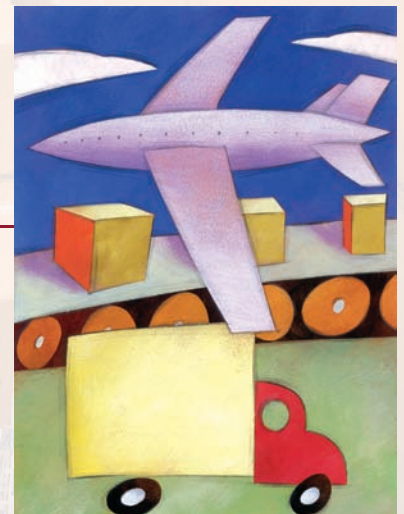
10 a.m.—4 p.m.

(Open to faculty/staff from 7 a.m. to 4 p.m.)

LOCATION

Southeast corner of the Denius Student Center

Questions regarding mailroom operations? E-mail equiroga@fit.edu or call ext. 7224.



Florida Institute of Technology
High Tech with a Human Touch

Office of Purchasing