



FOCUS is intended to provide information to help the university community meet departmental needs for the purchase of goods and services. 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.

PROCUREMENT CARD NEWS

The procurement card reconciliation is now converted to Banner and the change has been greeted with mixed reviews. We had weeks of training in January for the card coordinators to prepare them for the switch. The conversion took place the first week of February with the reconciliation of January's expenditures. The office received many phone calls the first few days, but everyone seems to be catching on to the process. Most of the coordinators have commented on the ease of the new system. The process seemed to run smoothly and the transactions posted to the budgets on schedule. Good work card coordinators!

We would like to thank Jacqui Rowe and Stacey Jett in Administrative Computing for all their hard work and assistance in making the change possible.



Cardholders

In our audit review of transactions we have become aware of taxes being paid on some transactions. It is the cardholder's responsibility to make sure they are not charged tax, and if they are, ask the vendor to credit the tax back to their account.

Accounts Payable has been receiving a tremendous amount of invoices from vendors with no indication that the invoice has already been paid with a credit card. Please make sure the vendor notes "paid with Visa" on the invoice, or does not mail one at all.

P-Card Statistics for calendar year 2003

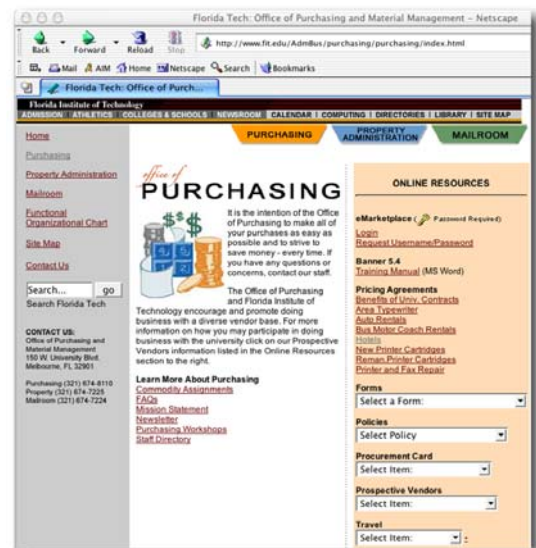
- Number of cards in use **266**
- Number of transactions **19,904**
- Monies spent on P-Cards **\$2,631,219.04**

WEB SITE UPDATES

The 2004 rates for auto rentals and the local hotels are on the Web site. You can find the link on the Office of Purchasing front page under *Pricing Agreements*.

Welcome StaplesLink.com

Staples Business Advantage is pleased to become a new office supply provider for Florida Tech. Some benefits of the Staples program include: Free Next-Day Delivery, Desktop Delivery and P-Card registration for Staples retail store purchases, with special pricing for Florida Tech. Located on the purchasing eMarketplace is a link to a registration form. It may take a few days to activate your registration. You will not be able to log in to StaplesLink.com until you have received an E-mail confirming your registration. You should receive this E-mail within a few days of submitting the form. To register your P-Card number and expiration date for retail store purchases, please fill in that information on the registration form.



UPCOMING EVENTS

The Florida Tech Office of Purchasing, in an effort to discover the views of internal Florida Tech customers, will be conducting Customer Focus Group meetings.

The purpose of the Customer Focus Group is to provide a forum for the exchange of ideas, issues, concerns and possible solutions to a variety of different purchasing-related topics. A primary benefit of the Customer Focus Group is that it directly involves you.

During the sessions, a moderator may present a topic to the participants. This will yield first-hand, spontaneous reactions on the topic. Interaction of faculty and staff regarding Office of Purchasing policies & procedures, vendor performance, campus requirements and customer satisfaction will also be encouraged in each meeting.

The Customer Focus Groups will be conducted on the Florida Tech campus to minimize inconvenience for the participants.

The results of each session will be posted on our web site, along with an "Action List" generated from participants' feedback.

If you are interested in participating in an upcoming Customer Focus Group meeting, please contact: phone 674-8110, fax 674-7509, or e-mail purchasing@fit.edu.

TIPS

Requisitions with No Delays

1. Enter a good description. Do not just enter a part number or e-quote number.
2. When ordering computers please include at least a brief description of the following in the item text:
 - Brand and model of computer
 - Processor
 - Drives
 - Memory
 - Integrated Network Adapter (NIC)
 - Operating System
 - Warranty
 - E-quote number
3. Submit appropriate documentation to purchasing, including **all** quotes, or sole- or single-source justification, that applies to your requisition. Any information you have that will help us move the requisition along would be appreciated.
4. Look to existing Banner vendors to purchase from prior to approaching a new vendor. If you are using a new vendor, then submit the necessary vendor information to purchasing prior to entering your requisition.
5. Keep track of the approvals against your requisition. Look in FOAINP (document approval form) and FOIAPP (document history form).



BID REQUESTS

The Office of Purchasing is currently determining what commodities and services to bid during the 2004 calendar year. We invite and encourage you to contact us about any commodities or services you would like to see added to our list.

To place your requests: phone 674-8110, fax 674-7509 or E-mail purchasing@fit.edu.



SHIPPING INFO

When shipping items we would like everyone to utilize the shipping department on campus, located on the east side of the psychology building. We realize there are times shipping needs to be done after hours. If you use a generic FedEx waybill or go to the local FedEx station, please make a reference to your department on the waybill. This will help in allocating the cost to the proper department after receipt of the invoice.

If you have outbound shipments, call shipping and receiving and they will be glad to pick up the shipment and relay it to the appropriate carrier for delivery.

WELCOME

We would like to welcome Tim Moore to our staff. Tim is already a vital part of the mailroom team.



Florida Institute of Technology

Office of Purchasing