



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

We are planning to utilize the P-card module available to us in Banner starting the first of the year. The reconciliation for all procurement cards will be done directly in Banner. No more E-mails! Instead of an E-mail, card coordinators will receive a message in Banner alerting them that the statements are available for reconciling. They may then proceed to the Banner form and reconcile the statements. Coordinators and their backups will be notified of training times that will be set up soon after our return from winter break. We are all very excited about the transition from InfoSpan to Banner. We will try our best to make the conversion as smooth as possible.



ALERT!

If you do online ordering with your procurement card you need to know about the latest **“Buyer Beware.”** There have been many complaints about a company called WLI Reservation Rewards. The company accesses your personal information including your credit card number when you order items from a Web site. Unsuspecting consumers don’t realize that they have signed up for Reservation Rewards services until their card is charged the \$7 per month membership fee. Our research found a company at www.webloyalty.com that looks to be the instigator of this scam. They sign up other companies and assist them in marketing strategies for their Web sites. If you go to the Web site you can see the list of their clients which include priceline.com and 1-800-flowers.com. One of the marketing strategies they created for their clients is a cash-back reward program. When a customer is ordering an item from one of their client’s Web sites they are enticed to receive \$10 cash back on their order. Little do they realize when they click on this section they are actually signing up for a membership to another company such as Reservation Rewards. Before placing orders online make sure you read everything carefully. If you have any unfamiliar charges on your card statement contact the procurement card administrator as soon as possible.

DID YOU KNOW?

- The purchasing office serves three different and conflicting purposes: (1) internal control, (2) service and (3) value.
- The purchasing office is regulator over how most funds are spent for goods and services.
- The purchasing office is the funnel through which transactions must pass.


Many campus departments view the purchasing office as a service. The buyers canvas the marketplace, compare, contrast, weigh, measure, equate, discuss and decide. Through the knowledge, experience and creativity of the purchasing staff, there is an outstanding opportunity to add value to each purchase. The value can be measured monetarily or qualitatively.

NEWS FROM THE MAILROOM

Mailroom Supervisor Dan Connors will retire in December after almost 18 years of devoted service to Florida Tech. Ed Quiroga will be taking his place as the new mailroom supervisor. Ed has been a Florida Tech employee for 20 years. He started as a groundskeeper and moved into the mailroom where he has worked for the past 15 years. In 2001, Ed received the “Premio Amistad” award from the Society of Hispanic Professional Engineers because of the friendly manner in which he treats his customers. We will surely miss Dan, but we are sure that Ed will take on his newly appointed position with zeal and keep the mailroom running smoothly.

WEB SITE UPDATES

If you have been to our Web site recently you may have noticed many changes. We hope you will take the time to visit and let us know what you think about it. The Site Map is very helpful in locating items quickly. Any of the areas that have a key symbol require a password to access. To obtain a password, click on “request a username/password” in the area near the top of the page, then fill in the fields and click **Submit**. A username and password will be E-mailed to you from Jackie Moses.

Legend: () = Password Required

VENDOR NEWS

OFFICE DEPOT - For those of you who order from Office Depot, here are a few updates and tips. The Office Depot Web site has added some time saving features to make the site more user-friendly. One of the new features is "My Saved Lists" where you can store or create a list of items you frequently purchase. This will allow for a speedy checkout. You can also do returns online. Just follow these steps:

1. Click on Order History and Tracking in the gray section in the upper righthand corner of your screen.
2. Click on the order number where a return is needed.
3. On the order detail page, click on **Submit Return** button.
4. Select the item(s) you want to return and reason code and click **Continue**.
5. Review the return information and click **Submit Return**.
6. A confirmation number for your return will be received.

Just remember that all returns must be done within 30 days. If you do a return by phone, you must give the customer service representative your procurement card number, so they can credit your account and charge you for the replacement item if needed. Also, you can check with Caroline, our service consultant, to see if your procurement card is linked to the local store. This will enable you to receive the same discount in the local store as you receive online. You can E-mail Caroline at cswiderski@officedepot.com.

FISHER SCIENTIFIC - Changes were made to the Fisher contract regarding shipping charges. The following are the new shipping terms with Fisher Scientific:

- Fisher will pay for shipping on orders with a **merchandise total** over \$150. For order totals of \$150 or less, the requisitioner or cardholder will pay shipping.
- For any items not on contract (items with part numbers beginning with "NC") shipping shall be paid by the requisitioner or cardholder.
- In many cases, orders may be filled by more than one shipment. In this case, if your original order total is over \$150, Fisher will pay for shipping on all the shipments it takes to fill your order.
- If your order is over \$150 (not including any "NC" items) and you are charged shipping, our Fisher account manager can issue a credit to your procurement card or the university account. You will need to send an E-mail with the order confirmation number and the amount of the shipping charge.

The Florida Tech account manager is Beckie Burdick and she can be reached at 1-800-955-1333, ext. 3653 or beckie.burdick@fishersci.com.

OPEN HOUSE 2003

For the past few years, in conjunction with the National Association of Educational Buyers "Buyers for Higher Education Week" the office of Purchasing has hosted an open house. This year it was held on Friday, October 31, 2003. Lots of tricks, treats, door prizes, information and ideas were shared between the many attendees and the purchasing staff. Some visitors even decided to dress for the occasion. Among them were Major Houlahan, a very scary ghou, Strawberry Shortcake and a little devil. We want to thank everyone that took time in their busy day to attend. We look forward to next year.



CONGRATULATIONS ARE IN ORDER

Dr. Catanese announced the winners of the first Presidential Award for University Excellence recently and among them was T.K. Dove, property administrator. Great job T.K.!



**All of us in the Office of Purchasing,
Property Administration and the Mailroom
wish you and yours a safe and happy holiday season.**

