



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

Effective May 1, 2006, purchase requisitions may be returned to the end-user notifying you that the purchase can be accomplished through the use of the procurement card.

Those departments that utilize Banner purchase requisitions for small dollar purchases, it would be to your advantage to apply for a procurement card. This includes grant purchases. The Purchasing Office has a limited supply of small purchase orders available.



IMPORTANT TO KNOW...

End-users: When creating a purchase requisition, it would be in your best interest to provide "detail" on the requisition for complex purchases. Don't be surprised if we request that you redo the purchase requisition with the details.

VENDOR INSURANCE REQUIREMENTS

<http://www.fit.edu/pmm/purchasing/policies/insurance.html>



NEED ASSISTANCE WITH A NEW VENDOR?

Call Purchasing at ext. 8110.

WHAT CONSTITUTES A VALID SOLE SOURCE JUSTIFICATION?

The simple answer is: It must contain the facts that show there is only one source of supply for your purchase requirement. If your requirement is available from more than one source, it is not considered a sole source.

PROCUREMENT CARD NEWS

Please notify Shirley Czekanski, sczekans@fit.edu, if any of the following apply:

- A cardholder separates from the university or from a 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
- Bank statements not being received

REQUEST FOR QUOTATION FORM

Anticipating a large purchase?

<http://www.fit.edu/pmm/purchasing/forms/rfqform.pdf>

PROPERTY ADMINISTRATION NEWS

Looking Ahead....

Campuswide Shredding—August 2006

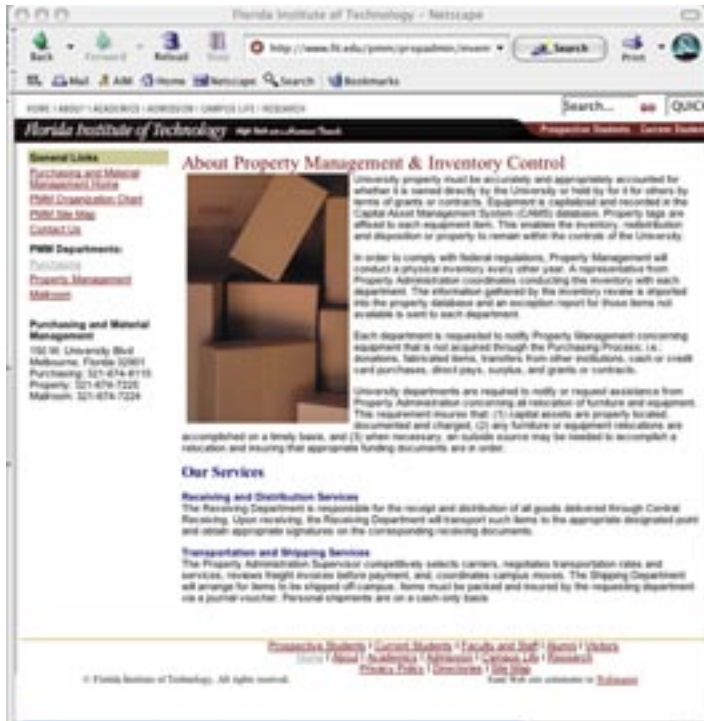
Capital Asset Inventory—October 2006

PROPERTY MANAGEMENT AND INVENTORY CONTROL

<http://www.fit.edu/pmm/propadmin/inventory.html>

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

Any questions regarding shipping services can be sent to hmetz@fit.edu, or call ext. 7225.



SURPLUS AVAILABLE FOR REDISTRIBUTION!

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



MAILROOM NEWS

Any questions regarding mailroom operations can be sent to equiroga@fit.edu, or call ext. 7224.

