



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.

## CALENDAR OF EVENTS....



✍ **Public Auction scheduled on Saturday, May 14 was a success!**

✍ **Annual Campus Wide Shredding Project June 29, 2005**

**NEW! FACFORUM NOTICES** –In addition to our FOCUS Quarterly Newsletters, Purchasing and Property Administration will send Facforum notices to inform the campus community of upcoming events, meetings, new policies and procedures, reconciliation of procurement card monthly statements, etc....



## PURCHASING NEWS

Did you know that our Web site provides current and past issues of FOCUS for review? From the Office of Purchasing home page, click on Newsletter listed after the subtitle, **Learn More About Purchasing**.

## REQUISITION RESPONSIBILITIES FOR A SUCCESSFUL FY06!

We made it through another fiscal year end! If you are responsible for entering requisitions, please read the following tips to ensure no delays with requisitions.

- ✓ **APPROVED AND AUTHORIZED VENDORS.** Look to purchase from existing Banner vendors 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.
- ✓ **COMPLETE DESCRIPTION.** Enter a complete description. Do not just enter a part number or e-quote number.
- ✓ **PROPER DOCUMENTATION.** Submit appropriate documentation to Purchasing, including **all** quotes, or sole- or single-source justification, which applies to your requisition. All university purchases are made in accordance with the university purchasing policies regardless of the source of the funds. A standard set of bid and justification procedures are required to properly document all purchases and comply with federal, state, grant and university requirements.

An order will not be placed without proper documentation, including written quotations, sole source/single source justification form, and other supporting documents.

- ✓ **PREPAYMENTS.** It is not recommended to prepay for goods or services, especially for goods or services of a high dollar value or ones that require installation or set-up work. Prepaying in some instances may remove the incentive or leverage to get  advance, Purchasing recommends that no more than 50% be paid in advance. 'Receiving' on the purchase signifies acceptance and will initiate payment after the goods or services have been deemed acceptable by the end user.
- ✓ **APPROVAL QUEUES.** To avoid delays, once your requisition has completed:
  - Check FOAUAPP to determine who needs to approve your requisition.
  - Notify approver and/or department – Requisition Number/Info in system ready for review and approval.
  - *Requisitioners are responsible for monitoring their own requisitions through the approval queue process. If you need assistance in learning the approval process via Banner, call our office and we will assist you through the process.*

## PROCUREMENT CARD NEWS

Due to the end of year procurement card transactions, all card users are encouraged to review **Users Guide 3.6** on our Purchasing Office Web site.

Just a reminder of some purchases that are not allowed on the procurement card:

- **No personal purchases**
- **No computer purchases (regardless of the cost)**
- **No capital equipment**
- **No donations**

Each month, a FACFORUM message is sent out to ensure all procurement card account managers are notified that their monthly card statements are ready to reconcile.

Also, you will be notified with a Banner message if you have cards to reconcile.

Procurement card satisfaction surveys will be sent out in the near future. Your response will be appreciated so the Purchasing Office can stay informed of your experiences with the card program.



## PROPERTY ADMINISTRATION NEWS



**NEW! CAMPUS MOVING SERVICES** –In an effort to meet the demand of the relocation needs of the campus community, Sorenson Moving has agreed to be on campus every Wednesday, from 9:00 a.m. to 4:00 p.m., to assist the Property Administration unit with the appropriate moves.

Departments needing moving services should fill out the 'Move Request Form' located on the Property Administration Web site and submit to TK Dove. For further clarification, visit the Property Administration Web site, On Campus Moves Policy.

The cost will be \$50 per hour or \$25 per half-hour increments.

## MAILROOM NEWS

- ✓ USPS mail is **picked up** twice daily at 6 a.m. and 9 a.m.
- ✓ USPS mail is **delivered** to the post office twice daily at 12:30 p.m. and 3:45 p.m.
- ✓ Campus mail is picked up twice daily—morning and afternoon.
- ✓ All mail collected in the morning is delivered that afternoon.
- ✓ Afternoon mail is delivered the following morning.
- ✓ Express mail must be received in the mailroom by 12:30 p.m. to guarantee next day delivery.

Any questions regarding mailroom operations can be sent to [equiroga@fit.edu](mailto:equiroga@fit.edu), or call ex. 7224.



### Spotlight On one of our local Suppliers

**Name:** Sandpiper Sportswear

**Business:** For all your screen printing and embroidery needs

**Contact:** Brigid T. Carr

**751-J Enterprise Court**

**Melbourne, FL 32934**

**Phone: (321) 253-3200**

**Fax: (321) 752-0761**

**Email:** [sandpipersportswear01@earthlink.net](mailto:sandpipersportswear01@earthlink.net)

Sandpiper Sportswear is your direct source for the highest-quality imprinted and embroidered sportswear including t-shirts, golf shirts, denim, caps, totes, portfolios, can coolies, jackets... All items produced locally at their Melbourne facility.

Print projects for Florida Tech should be submitted to University Publications ([www.fit.edu/upub](http://www.fit.edu/upub)) for design, editing and print estimates.

*Florida Institute of Technology*

**Office of Purchasing**