

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.

## CAMPUSWIDE SHREDDING PROJECT

JULY 26–28

GET READY! The university's campuswide shredding project is just around the corner! Participation from all departments is encouraged.

### SCHEDULING PROCESS AT A GLANCE

- Departments complete form and submit to Property Administration.
- Once T.K. Dove receives form, department will be contacted to schedule tub delivery.
- Tub delivery scheduled for the week of July 17.
- Tub lock and key will be provided. Form placed on tub for identification.
- Departments will be contacted to schedule tub pick-up July 26–28.
- Tubs will be weighed on campus.
- Receipt will be provided to department.
- Special requirements? Notify T.K. Dove during scheduling if not indicated on form.
- Additional tubs or different set-up location.
- Department representative present.



Please follow the Record Retention Policy in preparation for the shredding project.

## NEW! RECORD RETENTION POLICY

### DEPARTMENTAL RESPONSIBILITIES

Departments that maintain university records are responsible for establishing appropriate record retention management practices. Each department head must:

1. Implement the department's record management practices
2. Ensure that these management practices are consistent with this policy
3. Educate staff in understanding sound record management practices
4. Destroy inactive records that have no value upon passage of the applicable retention period
5. Ensure that records are destroyed in a manner that is appropriate for the types of records and information involved



### CONFIDENTIAL REQUIREMENT

Many records subject to record retention requirements contain confidential information. Such records are private and should be considered confidential and treated as such.

Procedure, Guidelines and Record Retention Schedule conveniently located on the Purchasing Web site, [www.fit.edu/pmm/purchasing/policies/recordreten.html](http://www.fit.edu/pmm/purchasing/policies/recordreten.html)

## PURCHASING NEWS

### PREPAYMENTS

It is usually not recommended to prepay for goods and services, especially goods or services of a high dollar value or that require installation or set-up work. Prepaying in some instances may remove the incentive or leverage to get a vendor to ultimately perform their obligation. If it is essential that the vendor receive a portion of the purchase price in advance, Purchasing recommends no more than 20% be paid in advance. "Receiving" on this purchase signifies acceptance and will initiate payment after the goods or services have been deemed acceptable by the end user.

### ADEQUATE LEAD TIME

To ensure that purchases are made in accordance with university policies, lead time is essential. Generally Purchasing will approve and dispatch simple, straightforward orders within three business days. However, the larger, more complex orders and projects will require more of a lead time for approvals. The vendor compliance checklist will apply to all projects and complex orders, so do not fall prey to rush orders, sales tactics or special promotions.

## PROCUREMENT CARD NEWS

### CARDHOLDERS

Remember to provide complete shipping information on orders that require shipment. Please include BLDG/RM and ATTN information to avoid confusion and delays.

### ACCOUNT MANAGERS—NEED TO KNOW TO AVOID DEFAULT 72202

1. **KNOW THE SCHEDULE**—The transactions are usually sent out to be reconciled in Banner within two or three days of the beginning of a new billing cycle.
2. **PREPARE**—Communicate with card users to turn in receipts ASAP. Paperwork should be completed prior to reconciliation process.
3. **PLAN AHEAD**—A business manager trained and listed on each card account should be assigned as a backup.
4. **PROCESS**—All transactions, including unidentified charges, must be allocated to the proper account so that it does not remain the pcard default account 72202.
5. **UNIDENTIFIED CHARGES**—A credit can be issued by the vendor for the next statement, or a dispute form can be forwarded to Purchasing to send to the bank on your behalf.



## PROPERTY ADMINISTRATION NEWS

### OUTGOING FEDEX SHIPMENTS

When requesting courtesy pick up for FedEx shipments, please secure your documents in a sealed envelope if your department does not have FedEx packaging. Property Administration will insert the sealed documents in FedEx package prior to shipment.

### SURPLUS AVAILABLE FOR REDISTRIBUTION!

The university's surplus program is managed by the Property Administration department to support the prudent stewardship of surplus property by reusing quality surplus items on campus prior to considering the purchase of new items and properly facilitating the sale, donation or disposal of equipment.

Consistently updated, this list is readily available on the Property Administration Web site, [www.fit.edu/AdmBus/purchasing/propadmin/surplusavl.html](http://www.fit.edu/AdmBus/purchasing/propadmin/surplusavl.html)

## MAILROOM NEWS

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

