



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

P-Card Statistics for Calendar Year 2004

- Number of cards in use279
- Number of transactions17,902
- Monies spent on P-Cards\$2,708,815.03



PURCHASING NEWS

The 2005 rates for auto rentals and local hotels are on the Web site. You can find the link on the Office of Purchasing front page under *Pricing Agreements*.

2004 PURCHASING AND MATERIALS MANAGEMENT SATISFACTION SURVEY

Thank you to all respondents.

Survey Highlights

In November 2004, we asked the campus community to evaluate purchasing and materials management.

The purchasing department received high marks for:

- Overall satisfaction
- Exhibiting high standards
- P-Card program

Many of you also indicated:

- Online ordering is a valuable purchasing tool
- Purchasing staff are helpful and knowledgeable
- Property administration staff provide deliveries in a timely manner
- Mailroom staff are helpful and courteous

Survey Comments

Some areas that needed modifications include:

- Ease of navigation on our Web site
- Value of information on how to procure goods and services on our Web site
- Information about “surplus equipment”

We appreciate all of your comments. We are focused on enhancements to meet your needs.

Next Steps

We are working toward publishing a navigation guide to our Web site for distribution.



Spotlight

On one of our local suppliers

Name: Flamingo Printing
Business: Printing Shop
Contact: Lisa and Stacy Norman
 1785 Waverly Place
 Melbourne, FL 32901
Phone: (321) 723-2771
Fax: (321) 728-7902
Web site: <http://www.flamingoprinting.com>

“We value our business relationship with Florida Tech and the Office of University Publications. Our team works closely with theirs to provide high quality printing of the brochures, fliers, invitations, posters, etc. they create for the various offices and departments of the university.”

Florida Tech letterhead and envelopes may be ordered directly from Flamingo. All other print projects should be submitted to university publications—our own in-house creative team—for design, editing and print estimates.

