



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 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

Canceling Your Procurement Card

Procurement cards are canceled when you leave your current department for another department, or if you resign. Canceling your existing card will allow your new supervisor to authorize a card suitable to your new position. The physical card must be turned into the Office of Purchasing so that you and your supervisor know that the card has been destroyed.



P-Card Tips for Card Coordinators

- Remember, all transactions on the statement must be allocated, even if it is a credit or a disputed transaction.
- In the list of G/L accounts, the numbers followed by an 'R' are to be used only for the restricted index accounts. Please be careful when selecting the account numbers.
- Please notify the Office of Purchasing if you will not be available to reconcile your statement, and who will be responsible for reconciling statements in your absence.

WEB SITE UPDATES

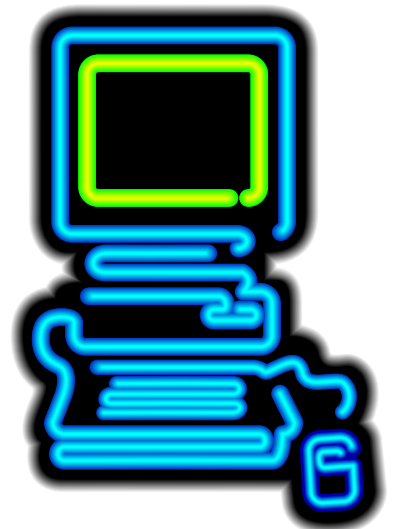
Some helpful information and links have been placed on the Office of Purchasing Web site to assist those employees who plan to travel on university business. Look for the following:

- Travel policies and procedures, including allowable expenses (per diem)
- Employee trip itinerary approval form (.pdf format)
- A link to Carlson Wagonlit's Web site (get quotes online)
- Currency counter (converts foreign currency to U.S. dollars)
- Weather site

TIPS

Technology Purchases

Be aware that the time for processing a purchase order for computers will be slightly longer than most other orders, because the Information Technology department must confirm that specifications are compatible with Florida Tech systems before the order is placed. You can help speed up this process by first visiting the Information Technology Web site at <http://www.it.fit.edu/purchase/index.html>. Here you will find system guidelines, computer specifications, and the process for getting a quote from Dell or Apple. **All quotes** should be faxed to our office for documentation.



Competitive Solicitation

Competitive solicitations (quotes) are required for all purchases over \$1,000, per unit price. If you acquire quotes from vendors other than the one the order is ultimately placed with, please fax them to our office.

The following are exceptions to the competitive solicitation policy:

- **Single Source Purchase.** Defined as a source selected particularly by the requisitioner even though other sources were available.
- **Sole Source Purchase.** Defined as the source selected when there were no other sources available except for the one selected.

However, a letter of justification is required to accompany the quote.

NEWS FROM PROPERTY ADMINISTRATION

Equipment Disposition

Prior to selling, discarding, dismantling, exchanging, loaning or abandoning equipment that is obsolete, damaged or destroyed beyond repair, departments must complete the proper forms and receive written approval from the department head or vice president. These forms can be found on the Property Administration Web site at <http://www.fit.edu/AdmBus/purchasing/Property%20Forms.htm>. All forms should be sent to T.K. Dove, Property Administrator.



The Property Administration Unit is delegated the authority to declare university property surplus, and to establish 'fair market value' for the surplus property or to advise departments of the appropriate procedures or methods for establishing fair market value.

Grants and Sponsored Research

When your departmental grant or contract expires, it is imperative that you notify T.K. Dove at extension 7288, so that a 'closeout' physical inventory of all the capital equipment assigned to that grant or contract can be verified and updated. It is important to resolve the equipment status and the dollars expended for the equipment purchases.

✓✓ **Remember to check the 'Surplus Property List' on the Property Administration Web site.** ✓✓

Holiday News from the Mailroom

Christmas stamps are available now. There are several selections from which to choose. Don't wait till the last minute to mail those holiday postcards and packages. Do you want to beat the long lines at the local post office? Staff and faculty are welcome in the mailroom before and after regular window hours. Just come in the side door between 6:30 a.m. and 10:00 a.m., or after 4:00 p.m.

We Need Your Help to Update Our Department Contact List

In an effort to keep our list of purchasing decision-makers up to date, we ask that you contact Shirley, at extension 8110. Provide information regarding the addition and deletion of staff involved with purchasing in your department. We will adjust our list to assure that the proper staff gets important purchasing information.



*All of us in the Purchasing Office,
Property Administration,
and the Mailroom
wish you and yours a
Safe and Happy Holiday Season.*

