



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

The Procurement Card (P-card) program has been used for one year. Initially, there were challenges with the Visa reconciliation software, but they are now resolved. Cardholders are providing positive feedback about the convenience of using the P-card. The Office of Purchasing has developed an *e-Marketplace* with links to vendors that have established a Web site with Florida Tech pricing. Keep visiting our Web site at hyper.fit.edu/AdmBus/purchasing/, as vendor links will be added.

The success of the card program has been a combined effort of various departments. We would like to thank the following staff for their assistance:

Oscar Williams and all the Help Desk Staff
Jacqui Rowe and Judy Lipofsky in SCT
Janeene Culver in Business Services
Luis Rivera and Eric Kledzik in Information Technology

We would also like to thank all card coordinators for their patience and understanding when it comes to InfoSpan. *Keep up the good work, cardholders.*



P-card Statistics for calendar year 2001

Money spent on P-cards \$925,038
Number of transactions 8235
Number of cards in use 193

P-card Tips

Use the Transaction Log for easy reconciliation. Find a copy on the Purchasing Web site at hyper.fit.edu/AdmBus/purchasing/ProCard/p_cardtransactionlogform.pdf.

U-BUY Training

Faculty and staff are invited to the Office of Purchasing for personal purchasing training. See the latest technology available at Florida Tech to procure goods and services. Become familiar with e-procurement, P-card statements and contracted pricing. Please come between the hours of 9 a.m. and 4 p.m. on the days listed below. Have your questions ready. We are located in Wood Hall, Bldg. 117, next to the tennis courts. We look forward to seeing you on:

Wednesday, February 20
Wednesday, March 20
Wednesday, April 17

Frequently Asked Questions

- Q. How do I know if a purchase order has been assigned?
- A. Look in FOIDoch in Banner. Enter your requisition number. An “A” means the requisition has been approved. If there is a “C” then look in FOAINP. Enter your requisition number. This form indicates the queue it is in for approval.
- Q. How do I change the accounting after a requisition has been completed?
- A. If it has not been approved, have the approver disapprove it. It can then be changed and resubmitted. If it has been approved, a memo with the signature of the department head should be sent to the Office of Purchasing.

You can find more questions and answers like these on the Purchasing Web site.

Banner Tip

When looking for a vendor in vendor search, use % signs before and after the name.

Recognition for Jackie Moses

We are proud to announce that at the end of February our very own **Jackie Moses** will give a presentation of P-card 101 at the 5th Annual Cards on Campus Conference in Orlando. She will be sharing with many other universities her experiences on establishing a P-card program from inception. *Way to go, Jackie.*



Jackie Moses

FREE FREE FREE

Whoever said you couldn't get something for nothing hasn't been to the Property Web site to see the list of many surplus items available. All for free.

Need to ship a letter or package?

Please go to the Property Web site and fill out a shipping form.



Have you heard?

Most of the forms on the Office of Purchasing Web site are now .pdf files. Just fill out the one you need on your computer and print. Remember to include required signatures.