



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 Jeannie Wyman (jwyman@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

As of May 1, the capital equipment threshold for the university was increased to \$1,500. Because of this increase, we have also increased the per transaction limit on the procurement card to \$1,499. The only per transaction limit remaining below this amount is the airlines group, which will remain at \$999. Any airline tickets costing more than \$999 will have to be placed on a Banner requisition.



Note exception: Even if the purchase is less than \$1,499, you may not purchase any computer hardware equipment on the procurement card.

Cardholders—You are responsible for obtaining receipts for purchases and turning them over to your card coordinator by the fifth of each month. Waiting until a later date adversely affects all subsequent reconciliation deadlines.

Card Coordinators—You are responsible for reconciling the ECHS statements and returning them by the requested date on the statement. Please do not wait until the due date to reconcile the statements.

Explanation of 'misuse'—Someone has misused the procurement card if they have broken policy. This can include not maintaining documentation, splitting transactions to get around spending limits, not obtaining prior authorization for purchases from the department head and not meeting reconciliation deadlines.

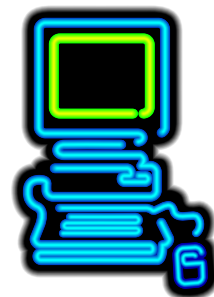
Help shipping and receiving—If you have purchased something with your procurement card and are having it shipped to the university, make sure the supplier has the correct shipping address and your name on the shipping label.

Expiring Cards—Some procurement cards will expire in August. These cards can be used until August 31. The procurement card administrator will notify you when the replacement cards arrive. At that time, you will be asked to come to the Office of Purchasing to turn in the expired card and sign for the new card.

WEB SITE UPDATES

Check the purchasing office Web site for an update on revised purchasing policy for computer purchases (policy no. 201). With the increase in the capital equipment threshold, there have also been changes made to the Capital Asset Purchases (policy no. 200), Track and Tag Inventory Control (policy no. 202) and the Competitive Solicitation (policy no. 108).

Ordering a new computer?—Detailed instructions on how to receive an e-quote from Dell for desktop or laptop computers can be found on the purchasing Web site. Using the e-quote greatly speeds up the purchasing process. Be aware that the Dell site you access should be the **Florida Tech Premier Dell** site, not the public Dell site, or the Colleges and Universities site.



eMarketplace—Check out our eMarketplace vendors for p-card purchases. At the eMarketplace, vendors with whom we have been set up for Florida Tech pricing are shown with designated representatives. To take advantage of these special prices, you need to E-mail the representatives to receive your user name and password. If there are vendors that you use regularly and would like to see on our Web site, E-mail the vendor name, contact person's name, E-mail address and phone number to jmoses@fit.edu.

FREE!—Be sure to check the 'Surplus Available for Redistribution' list on the Property Administration Web site.

UPCOMING EVENTS

Summer shredding is now being planned. A Distribution D will go out in mid-June containing all the information on the event. Each department requiring shredding services needs to fill out a form estimating quantity and authorizing the vendor to shred, and return it to property administration. Shredding should take place in mid-July.



Also coming your way is a Distribution D for typewriter repair and maintenance agreement renewal.



NEW UNIVERSITY DESIGNATED VENDORS

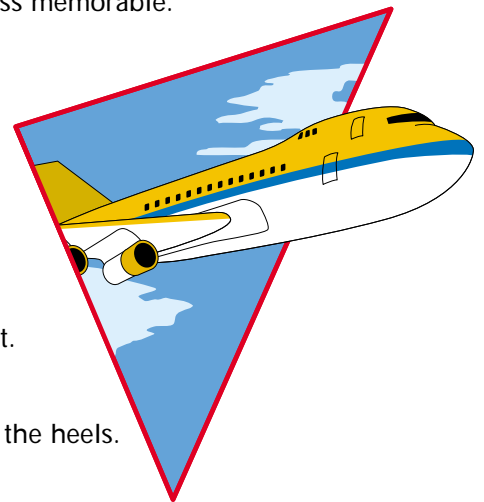
We welcome Sorensen Moving & Storage Co., local agent for Allied Van Lines, as our new moving vendor. They will assist with our new employee relocation moves and large volume office moves.

The university's authorized travel agency is now Travelmax. The Travelmax office is located on Fifth Avenue in Indialantic. The contact person is Sandy Schmidt, 676-1770. In order to stay in line with current travel policy, call her before looking elsewhere for a quote on any university authorized air travel.

TRAVEL TIPS

Whether you are traveling on university business or for pleasure this summer, you can expect security at the airports to be high. As of January 1, 2003, TSA began screening all checked baggage at 429 commercial airports across the United States. The following are suggestions to make your airport experience less memorable.

- ✓ Don't lock your checked baggage. Use cable ties as an alternative to locks.
- ✓ Don't put film in your checked baggage. Put it in your carry-on.
- ✓ Don't put food or drink items in your checked baggage.
- ✓ Avoid over-packing. Take two pieces of luggage, if necessary.
- ✓ Spread out books and documents.
- ✓ Put personal belongings in clear plastic bags.
- ✓ Put all metal objects in your carry-on before reaching the security checkpoint.
- ✓ Take your laptop out of the case.
- ✓ Wear tennis shoes, or take your shoes off, because most shoes have metal in the heels.
- ✓ Avoid wearing clothing, jewelry or other accessories that contain metal.



All these tips and more can be found on the Transportation Security Administration Web site, www.tsa.gov/public.

Travel News—As of July 1, those traveling coach class on US Airways will have the opportunity to purchase restaurant-quality deli meals onboard. The 'In-flight Cafe' service will be available on domestic flights of 700 miles or longer.

SETTING THE RECORD STRAIGHT

Confirming purchase orders will be issued only by the Office of Purchasing, as stated in Confirming Purchase Order (policy no. 123) found on the Office of Purchasing's Web site. If you have an emergency situation and need an order placed immediately, just put in a requisition and then call purchasing to flag it as a *rush* order. Confirming purchase orders can lead to duplicate ordering and noncompetitive pricing. Purchasing Authority (policy no. 102) states that Florida Tech shall not be liable for any purchases or agreements to purchase, written or oral, made by any person other than designated representatives, authorized in writing by the director of purchasing. Unauthorized purchases or agreements shall not be binding upon the university, and resulting invoices may not be honored. Any person ordering goods or services outside of this policy may be held personally liable.

REQUISITION TIP

Setting up a new vendor can definitely delay an order. Try to use a pre-existing vendor whenever possible. If you are not sure which vendor provides the commodity or service you require, call purchasing and we will assist you in finding one.