



*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](mailto: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

Some of the university's procurement cards expired August 31. Cards that expire automatically renew and the Office of Purchasing will distribute the new cards. Those of you who require a new card have been notified with instructions on how to receive your new card. Please don't forget to bring your old card to exchange for the new one. Jackie Moses should be contacted with any questions or concerns in this matter (ext. 7442).

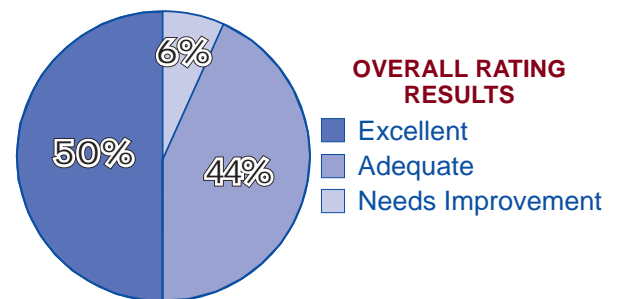


*Procurement card requests for restricted funds are now being accepted by the grants accounting office. Visit the Office of Purchasing Web site and select P-Card Application Forms for instructions.*

### Survey Results

We received 39% of the surveys sent out to cardholders and coordinators. From the responses, we determined the majority of cardholders believe the program is working well for them. We thank all of you who participated in the survey. If you would like to see the results of the survey, they are posted in the Office of Purchasing.

Survey Question 7: What is your overall rating of the Procurement Card Program?



### P-Card Tip

Card coordinators—after entering the [go.fit.edu](http://go.fit.edu) mailman account, delete all the old messages from the previous month *before* saving the statement attachment for the current month.

## WEB SITE UPDATES

The Banner 5.4 manual for requisitions, receivers, budget and open encumbrance query is now posted on the Office of Purchasing Web site for your convenience. Scheduled classes for Banner training are located on the administrative computing Web site.

## UPCOMING EVENTS

### U-BUY Training

We are continuing to set aside the third Wednesday of every month for all faculty and staff to visit with the Office of Purchasing staff. Come between 9 a.m. and 4 p.m. on one of the days listed below and let us personally share our expertise with you. The Office of Purchasing is located in Bldg. 117, Wood Hall, (by the tennis courts).

- Wednesday, September 18
- Wednesday, October 16



# TIPS

## Requisitions With No Delays

- ☛ Enter a description (See the manual on the Office of Purchasing Web site)
- ☛ Include any special instructions in the document text. This could be anything like delivery instructions; contact person; the Florida Tech asset number, if the item is going into an existing asset; why you aren't using your procurement card, if purchase is within guidelines; new vendor information; if you are picking up the order; or anything to convey to purchasing, receiving or the approver that will expedite the order.
- ☛ Submit appropriate documentation to purchasing, including quotes from vendor, or sole- or single-source justification, that applies to your requisition. If you are not sure of the policies pertaining to documentation, access the Office of Purchasing Web site, scroll down to Purchasing Guidelines and then to Policies and Procedures. Any information you may have that will help us move the requisition along would be appreciated.
- ☛ Check acknowledgments received from vendors against your purchase order. If there are any discrepancies, you must contact the vendor directly. If there is a change to your order, you must submit a change order request to the Office of Purchasing. Visit the Office of Purchasing Web site, select Purchasing Guidelines, select Policies and Procedures, and see the Change Order Policy #128.
- ☛ Keep track of the approvals against your requisition. Look in FOAINP (document approval form) and FOIAPPH (document history form).

## OTHER NEWS

Florida Tech has purchased Microsoft's Campus Agreement. The products included in this agreement are:

- Microsoft Office for PCs (Office 2000 and Office XP)
- Microsoft Office for Macs (Office 98, Office 2001 and Office 10 for OS X)
- Microsoft Visual Studio (Visual Studio 6 and Visual Studio.NET)
- Microsoft FrontPage (FrontPage 2000 and 2002)
- Microsoft Publisher (Publisher 2000 and 2002)
- Core Client Access Licenses (Windows Servers, Exchange Server, SMS Server and Sharepoint Server)
- Microsoft Operating System Upgrades (Windows ME, Windows 2000 and Windows XP)



**NOTE: When ordering a new computer you must include an operating system. This license is for upgrades only.**

Visit the Information Technology Web site for more product and usage information, at <http://www.it.fit.edu/campusagreement.html>. For other software products, contact the Office of Purchasing for pricing and vendor information.



## Thank You

*Thanks to those departments that participated in our annual summer shredding project. Everything went smoothly due to the hard work of T.K. Dove and staff in the property administration office. A total of 10,612 pounds of paper was shredded this year.*