



Focus is intended to provide timely and effective information to assist you with your procurement needs. 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.

NATIONAL PURCHASING MONTH

GET READY! October is National Purchasing Month. The Purchasing Office's annual open house will be held in October. To support our local vendors, the open house will feature a vendor fair. Be ready to meet the representatives who extend discount pricing to Florida Tech. Look for upcoming facforum and distribution notifications for complete details! Plan to attend...

PURCHASING NEWS

WELCOME

Purchasing would like to welcome Amanda Gist, purchasing technician. Amanda is already a vital part of our purchasing team.

All new employees should attend the Banner training sessions offered by Administrative Computing. Watch your facforum e-mail for scheduling information.

RECOGNIZE 'BEST VALUE'

It is not always wise to make a purchasing decision based only on price. Compare bids based on an assessment of factors including delivery capabilities, quality, past performance, warranty, service, risk and price.

- If there is little difference on technical factors, price will be more important.
- If pricing is similar, technical factors will be more important.



End-users are strongly encouraged to utilize approved and authorized suppliers as well as those suppliers that have a contract agreement in place with the university. It has been determined that these suppliers deliver the best overall value to the university based on price, delivery capabilities, quality, past performance and service.

BID THRESHOLD

Bids should be solicited whenever the items can be purchased from multiple sources to promote competitive bidding. Quotations are recommended for requirements that total \$1,500 or more.

- Items considered sole source or single source must be properly justified.
- All pricing and other information furnished by the vendor during the competitive bidding process must remain confidential.

CONFIRMING ORDERS

Confirming orders are not allowed except in extreme cases or emergencies. Review Purchasing Policy No. 123 on the Purchasing Web site at www.fit.edu/pmm/purchasing/policies/confirm.html.

BE ALERT TO SCAMS

As university departments become more involved in making small purchases, their exposure to scams involving telephone or Internet sales has increased.

Here are some guidelines to use:

- Don't buy from new suppliers until their existence and dependability has been verified.
- Before you buy, ask for a sample of items being offered.
- Make sure all items or services are received before you submit invoices to be paid.
- Unless you're sure you know with whom you're talking, don't give out any information about the university's office machines over the telephone.
- Ask for a callback number you can verify.

REQUISITION PROCESSING

Keep your eyes on your requisition. After entering a requisition, do not assume that it is being processed by the Purchasing Office. The requisition has to go through approvals before Purchasing ever sees it. Go to FOAUAPP to track who needs to approve.

After receiving your order, do not forget to input a receiver(s) in Banner. Payment for invoice cannot be processed if there is no receiver in the system. If applicable, do not forget to check Final Receiver.

Are you wondering who to talk to about your question or order?

To view a list of the buyers and their commodity assignments, check out our Web site!

www.fit.edu/pmm/purchasing/purchcommod.php

PROCUREMENT CARD NEWS



As part of the university purchasing card policy and Bank of America rules, purchasing cards are only to be used by the actual cardholder if the card is not a departmental card. Anyone that is in the

position to purchase for the university should have their own card.

Protect your business credit card as well as you would protect your own personal credit card. Each cardholder is responsible for all legitimate transactions that are placed on their purchasing card; therefore, cardholders should be the only one using his or her card.

If someone in your department needs a purchasing card, please refer them to our Web site at www.fit.edu/pmm/purchasing/procard.php for complete policy and application information. Thank you for your cooperation!

REMINDERS FROM YOUR PROCUREMENT CARD ADMINISTRATOR

Shirley Czekanski

- All card transactions default to account 72202 and must be reconciled on Banner, even if there is a dispute of the charge.
- If transactions are not reconciled by the date indicated, JVs must be done as soon as possible for those transactions.
- If distributing costs between more than one account, enter 72 for the bank code on each one.
- Do not respond to any correspondence claiming to be sent by Bank of America or Visa because it could be an attempt to obtain your account information.
- Please notify me if any of the following apply:
 - A cardholder separates from the university or transfers to another department.
 - Your card has been lost, stolen or the account compromised.
 - Any changes in who reconciles the card(s) in a department.
 - You receive correspondence from Bank of America about your card, either by mail or e-mail.
 - Bank statements not being received.

PROPERTY ADMINISTRATION NEWS

SURPLUS AVAILABLE FOR REDISTRIBUTION!

www.fit.edu/AdmBus/purchasing/propadmin/surplusavl.html

HIRING MOVERS

Please be advised that Property Administration needs at least three days advance notice when hiring movers. The earlier we are notified the better we can support your request.

Standard costs are:

2 movers/truck \$50 per hour WEDNESDAY ONLY

2 movers/truck \$60 per hour all other weekdays

3 movers/truck \$80 per hour

4 movers/truck \$100 per hour

Standard Book boxes cost \$18.75 per bundle (25 boxes)

Smaller moves, at the discretion of T.K. Dove, property administrator, will be handled in house at no cost to the department.

TRACK YOUR PACKAGE

Conveniently located on the Property Administration Web site!



MAILROOM NEWS

ATTENTION DEPARTMENTS! To help facilitate the mail sort process, send new faculty/staff notifications to Ed Quiroga, mailroom supervisor, at equiroga@fit.edu.

Any questions regarding mailroom operations can be sent to equiroga@fit.edu, or call ext. 7224.