



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.

RESTRUCTURE

The Office of Purchasing has recently done some restructuring.

Jackie Moses is now the **purchasing administrator** and will be handling the community's computer and software needs, among other commodities.

Jeannie Wyman is now the **procurement card administrator**, and will be assisting in commodity buying. We welcomed Connie Hanes to our team at the beginning of January. She will be in charge of the capital equipment database, rental car, bus and hotel agreements, and will be assisting Jeannie with the procurement card.

PROCUREMENT CARD NEWS

Are you still using blanket purchase orders for small purchases? Many blanket purchase orders have been closed and will not be reopened. If your purchase falls within the procurement card boundaries, you will have to use your card. If you are uncertain, please contact our office for direction.



Card Coordinators—Be aware of the ongoing random audits being conducted by the procurement card administrator. The following are examples of questions on the audit.

- Are all records in a LOCKED drawer or cabinet?
 - Are all the receipts attached to the statement?
 - Does the receipt total match the statement charge?
- Does the appropriate authority initial the statements?

Cardholders—Please keep up with the amount you are spending. Many transactions are declined because you are trying to spend over your cycle limit. Remember, the cycle is from the 5th of the month through the 4th of the following month. The Transaction Log is a handy tool to help you keep track of your totals. You can find a copy of the log on the purchasing Web site in the Procurement Card User's Guide Appendix G.

P-card Statistics for calendar year 2002

- Number of cards in use 235
- Number of transactions 14,880
- Monies spent on P-cards \$1,835,704

Great News! You can now get the same low prices in the local Office Depot store using your Procurement Card as you do on the Florida Tech Office Depot Web site. The discount is calculated after the purchase though, and your store receipt total will be higher than what is reflected on your monthly statement.

Congratulations!

We are proud to announce that our very own Clayton Kollanda, from the mailroom, was named MVP for February. Way to go, Clayton!

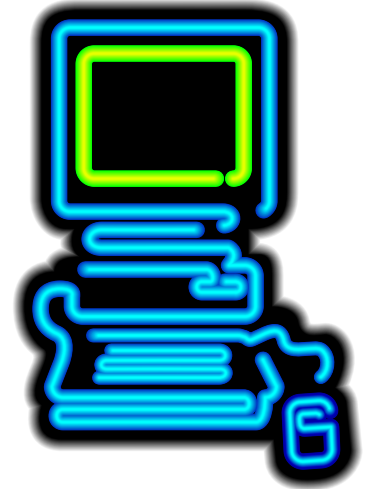


WEB SITE UPDATES

How to get an e-quote from Dell

The following are step-by-step procedures for the correct way to fill out a Dell computer online quote form in order to receive an e-quote. This will help speed up the PO process.

- **Log onto** the purchasing Web site.
- **Select E-Market Place.**
- **Select Dell.** If you already have a premier login, enter your password and skip to **Select Purchasing Tools.**
- New Users: **Select Add Your Access Code and Key.**
- **Enter** US75Y8R for the Access Code and JV2L6 for the Access Key and press **Submit.**
- **Enter** all **Personal Profile** information and your personal password and press **Submit.** You are now in the Dell Premier Site for Florida Institute of Technology.
- **Select Purchasing Tools** from the menu on the left.
- **Select Your Dell Store** from the drop-down menu, choose the system you want and configure it to your specifications by using the pull-down menus next to each item.
- **Select Update Price** at bottom of page when you have finished.
- **Select View Configuration Details** at the top of the table and then **Print this page.**
- **Select Add to Order Form** at the bottom of the page.
- **Select Save E-quote.**
- **Enter** your information in the top portion and enter Shirley Czekanski (sczekans@fit.edu) for the buyer information and **Select Continue.**



Dell will E-mail you to confirm your e-quote. It will have the e-quote number and the expiration date. When you enter the information into Banner as a requisition, refer to the e-quote number. Purchasing would also like you to fax a copy of the e-quote as a supporting document, to their office.

How to delete an unwanted e-quote

These steps are very important, since once you have created an e-quote you can't make changes to it. To prevent any confusion, you will have to delete the old e-quote and create a new one.

- **Log onto** the Dell Premier site for Florida Institute of Technology as instructed above.
- **Select Purchasing Tools** from the menu on the left.
- **Select Your Dell Store** from the drop-down menu.
- **Select Retrieve E-Quote** from the top of the page.
- **Select the e-quote** that you would like to delete.
- **Select Delete E-Quote.**

FOR YOUR INFORMATION

FOB Terms and Responsibilities

FOB Term	Payment of Freight Charges	Who Bears Freight Costs	Owns Goods in Transit	Who Files Claim (if any)	Explanation
FOB Shipping Point, freight collect	Buyer	Buyer	Buyer	Buyer	Title and control of goods passes to Buyer when carrier signs for goods at the vendor's location. Carrier bills Buyer directly.
FOB Shipping Point, freight prepaid	Seller	Seller	Buyer	Buyer	Title passes to Buyer at vendor's dock. Seller pays and absorbs all freight costs.
FOB Shipping Point, freight prepaid and added to invoice	Seller	Buyer	Buyer	Buyer	Title passes to Buyer at vendor's dock. Seller pays shipping costs and adds the cost to their invoice.
FOB Destination, freight collect	Buyer	Buyer	Seller	Seller	Title passes to Buyer when goods are delivered. Carrier bills Buyer for the freight costs.
FOB Destination, freight prepaid	Seller	Seller	Seller	Seller	Title passes to Buyer when goods are delivered. Seller pays and absorbs all freight costs.
FOB Destination, freight prepaid and added to invoice	Seller	Buyer	Seller	Seller	Title passes to Buyer when goods are delivered. Seller pays shipping costs and adds the cost to their invoice.