

Budget Amendments

Please be aware that each DAS now has the security and ability to make all budget transfers on campus without sending an email to Marsha Dasaro for their campus budgets. This means that any department needing money moved from one Fund I GLC to another GLC will now call or email your campus DAS. MCCS staff will continue to ask Marsha Dasaro for assistance.

Purchasing Deadline Dates

Year-end is approaching fast, here is a reminder of those deadline dates:

May 5th - Last day to enter Fund I or Fund II requisitions valued at \$25,000 or greater.

June 2nd - The last day to enter an ORION requisition. The College will take down all College employees' security to input department requisitions as of 7:00 p.m. June 2, 2000. This deadline is required to provide adequate time for on-line approval, purchase order to be issued, receiving to be done on the purchase orders and payment of invoices before year-end on June 30, 2000.

Please continue to use your ORION browse for requisitions that have been rejected/sent back to you. A number of departments lost significant funds last year due to this.

ORION Training

ORION Training will be held on the following dates:

April 19, 2000	8:00am – 5:00pm	URC Room 318
May 17, 2000	8:00am – 5:00pm	URC Room 318
June 21, 2000	8:00am – 5:00pm	URC Room 318

Please contact Regina O'Hara at 3358 to schedule your ORION training class.

Express Mail Service

Under a State Negotiated Agreement Price Schedule (SNAPS) with Airborne Express, FCCJ realizes substantial savings when shipping items overnight, next afternoon or second day. International express service is also available at a discounted rate. This express service should not be used for inner-city deliveries as the College has a contract with a local vendor to handle this type of courier delivery. The following shipping tips will guarantee your shipment arrives on time at the lowest contracted cost and in a proper condition:

- Use only pre-printed Airborne “Airbills” designed for FCCJ which includes in Section 1 the SNAPS Agreement Number, FCCJ street address and sender account information.
- Use proper packaging available from Airborne at no charge.
- **Please complete** Section 1 with sender’s name and phone number in case Airborne needs to reach you, as a number of departments have left this blank.
- Verify recipient’s complete street address including zip code in Section 2. **NEVER** use a P.O. Box number.
- Always sign your name and shipping date in Section 3 of airbill.
- Pre-printed airbills automatically include our account number and method of payment in Section 4 of airbills.
- Indicate type of service requested in Section 5 of airbill.
- Indicate number of packages in Section 6 of airbill.
- Indicate a weight on your airbill in Section 7 (always enter in whole numbers; empty weight block may result in more expensive default weight billing).
- Indicate package type in Section 8 of airbill.

Let’s strive toward completing airbills properly, thus saving time, as well as cost, in getting this excellent service at a discounted price. Airborne Express is available to assist you with any questions or concerns regarding your shipment and can be reached at 1-800-AIRBORNE, or call Betty Clayton, Purchasing Agent II at extension 3350.

You can track your Airborne Express shipment by airbill number on-line at <http://www.airborne-express.com/trace/index.htm>.

Print Cartridges at Central Stores

Central Stores has the Canon EP-P R74-2003-150 print cartridges that fit the following Hewlett Packard Printers. Currently CStores has approximately 86 on-hand and the cost per cartridge is \$63.49.

HP 4L
HP 4ML
HP 4P
HP 4MP

If you have any interest in these or have questions, please call Larry England at 632-3181.

Central Stores Catalog

The Central Stores Catalog can now be viewed through the Internet. To access the catalog, open your web browser and type the below listed web address and press the enter key. After the page is open, add it to your "favorites" or "bookmarks" for future use. This page will allow you to search by item code or description, or you can view a complete listing by leaving the value field blank and left clicking on the "seek" button. When this page was initially posted it was only working with Windows Internet Explorer. This problem has been fixed and the page should work with both browsers. If you experience any problems or have questions, please contact Tim Bloodworth at 632-3359 or email: tbloodwo@fccj.org.

<http://fccjtechweb/cstores/csitemlist.asp>

ORION's Availability

In order to obtain an accurate picture of the day's activity to the General Ledger, daily updates and reports are run nightly. Please refrain from using the system during the night. Your input/ work will be lost if there is a problem with the nightly run and the system is restored.

Name Badges

Purchasing now has forms for the departments to fill out when ordering College logo name badges. Please contact Ms. Patty Carter, Purchasing Agent I, at 3303 or Email Pcarter@fccj.org and she will send/fax you a form.

Hazardous Chemical Purchase Procedures

Departments can now use a blanket purchase order, disbursement request or petty cash to purchase conventional size batteries, ink jet or bubble jet cartridges and fax machine cartridges not stocked at CStores without having to use the HZ hazardous requisition type or the hazardous GLC # 66006 (for non-instructional use) or 65504 (instructional). When ordering these supplies use the requisition type RQ. These items must now be charged to 65502 (office supplies), 65501 (educational supplies) or 66504 (other supplies).

Departments should continue to purchase from CStores battery sizes AA, AAA, C, D and 9Volt sizes, as well as many size printer cartridges that are cost effectively bought in bulk.

Departments should continue to send your campus plant superintendent spent batteries and empty ink jet/bubble jet/laser cartridges for Collegewide recycling.

Purchase of industrial batteries, or copier toner will continue to require use of an ORION department requisition, as well as use of a HZ requisition type and use of hazardous chemical GLC's (66006 non-instructional) and 65504 (instructional).

Departments are requested that blanket purchase requisition reference in the line item description: "Blanket PO for the period of xx/xx/xx - xx/xx/xx for the purchase of conventional batteries or printer ink cartridges not stocked at CStores. Authorized employees XXX Smith..."

Employees can contact Ms. Evelyn Goolsby at extension 3085 to locate cost effective supplies. If you have any questions please contract Ms. Feliche Mucciolo at extension 3112 or Larry Snell at extension 3294.