

THE PROVIDER

THE FCCJ PURCHASING AND CENTRAL STORES NEWSLETTER

November 2001

Year End Deadlines:

Purchasing would like to thank all employees for their cooperation this past year in requisitioning items early in the fiscal year to facilitate a smooth year-end. Again, this fiscal year, the College plans to establish year-end deadlines to input Orion Department Requisitions of:

- A. May 31, 2002 (for purchases <\$2500,)
- B. April 19, 2002 (for purchases <\$25,000)
- C. March 1, 2002 (for purchases >\$150,000).

Please note, over 65 departments Collegewide now have at least one employee that regularly, efficiently use their Procurement Card (PCard) for a variety of purchases <\$1500 per transaction (i.e., airline travel, hotel lodging, internet ordering, etc.) versus use of petty cash, blanket PO's or DR's. These employees and departments are not affected by the same fiscal year end deadlines as they can use their PCard up until mid June 2002 using this fiscal year's budget. Please consider speaking to your campus Director of Administrative Services to understand how you can obtain an application and be considered to obtain a PCard and to attend our next PCard training meeting.

MSDS Sheets:

Employees can go to msdssearch.com to obtain copies of MSDS sheet information for most items, by manufacturer. Once you are at the website, you can use the speedlink box to click on the first letter of the alphabet of the manufacturer for which you need a MSDS sheet.

Central Mail Update: (RE: Mailing Larger Envelope Flats)

The College spends in excess of \$500,000 in postage each year and asks for departments' help in minimizing this expense. The College recently contracted with a local company to automate the process of mailing flats (through the U. S. Postal Service) weighing over 2 ounces at a 25% savings on postage rates while maintaining the same speed of delivery. A postage flat is a mail piece over 6 1/8 inches high or 11 1/2 inches long. In order to receive this discounted rate, the U. S. Postal Service requires that the envelopes used do not have "First Class" or green diamond borders printed on them. We would like to ask for your assistance by not using any of these envelopes when sending mail flats that weigh over 2 ounces which meet the above measurements. If you have a large stock of these envelopes, please use them only for mailing flats weighing less than 2 ounces. If you have questions concerning this new procedure, please contact Ron Attaway at 632-3227.

ORION 6.2 Release:

The College will be having a new ORION Finance port being installed into production in December. There are a number of new efficient features that will require on-campus training for employees who already key department requisitions. Some of the new features of Release 6.2 came from the feedback from experienced staff keying in department requisitions. Purchasing is looking forward to sharing this information with everyone involved at one of the following ORION 6.2 training sessions.

DWC	MCCS/URC	Kent Campus	Downtown Campus	South Campus	North Campus
11/20/01 1:30 - 3:30 p.m. DWC A2106	11/28/01 1:30 - 3:30 p.m. Board Room	11/30/01 9 - 11 a.m. Kent E 112F	11/28/01 9 - 11 a.m. DTC 1068	11/26/01 1:30 - 3:30 p.m. South G 101	11/27/01 9 - 11 a.m. North C-126
11/29/01 9 - 11 a.m. DWC A2106	12/07/01 9 - 11 a.m. Board Room	12/07/01 1:30 - 3:30 p.m. Kent F--122	12/6/01 1:30 - 3:30 p.m. DTC 1068	12/05/01 9 - 11 a.m. South G 101	11/29/01 1:30 - 3:30 p.m. North C-126

We look forward to meeting with you at one of these training sessions.

Police Reports for Property:

In accordance with the rules of the State Auditor General, FCCJ is required to file a police report with JSO on capital equipment that is missing at inventory, as well as items that have been presumed stolen. This process is part of fine-tuning our inventory program and will help by creating awareness with the accountable employee who uses that property that they will be held accountable for the property in their name.

Accountable employees are to contact their campus security office to have property missing or stolen written up as an incident report. Once the incident report is complete, then security can call JSO to have them come out and write up the required reports. Tim Bloodworth, Materials Manager, also suggests that each accountable employee document what happened to the item missing/stolen, as well as the efforts they have taken to date to locate the property. Some campus presidents are requiring this type statement already and it appears to be helping. With everyone's help, we will not continue to have an audit criticism next year. Tim and the property process team appreciate all the hard work that everyone has put into inventory management this past fiscal year.

Childcare Contract with Chappell Schools, Inc. Extended:

The College currently offers on-campus childcare (for ages 2 – 5) for students and staff on three of our campuses. The contract with Chappell Schools, Inc. has been extended with program enhancements for the period of September 1, 2001 through July 31, 2002. This extension of contract includes:

- The addition of an on-campus childcare program at Kent Campus in early 2002.
- The addition of toddler care (age 1 – 2) on all campuses.
- Unchanged rates for the third year in a row.
- Implementation of qualified College students serving as childcare interns in our on-campus childcare centers under the College's Florida Work Experience Program grant.

Helpful Hints:

Here are some helpful hints that will not only help the processing of your requisitions and change order requests, it will speed up the receiving and payment process of invoices against your purchase order. Please make sure you use these helpful hints.

- When filling out a department requisition item description, please give an understandable description in the first 3 or 4 words. Provide better descriptions of the item you are requesting to be ordered that includes a product type/model, manufacturer product numbers and the manufacturer/publisher (i.e. HP toner cartridge #720C black). At times departments get what they typed on their department requisition and not what they wanted. For example, "Fax, #HP2345" is not a detailed enough description. Purchasing has no way of confirming that this is the right product the department requires. Budget administrators should not approve requisitions with vague or incomplete line item descriptions.
- The person listed as "Contact Person" on requisitions should be able to provide additional information for items listed.
- After placing a department requisition on-line and purchasing has issued a purchase order, monitor the purchase order for delivery. Don't just think all is well and the item will be there soon. Sometimes months may go by and the item isn't received, and when you talk to the vendor they may tell you they never got the purchase order even though it was faxed/mailed to them.
- If you receive items from a regular PO (not a blanket) that you know by-passed receiving (i.e. received directly to your desk by US Mail/UPS, etc.), please notify your campus receiving clerk to post receipt in ORION to help expedite payment to the vendor.
- When requesting decreases to Blanket PO's, include in your email to Purchasing whether the PO is to be closed or not.
- When sending an email to purchasing, copy your budget administrator for increases/decreases to a purchasing requisition, purchase order or change order.
- On a department requisition, the Deliver to Name, Building, Campus and Room # blocks on the 2nd page of the header are for where the item will be used and where the receiving clerk is to deliver the item(s), as well as the person they can contact at that location.
- Monitor all active Blanket Purchase Orders used on a regular basis maintaining adequate balances to accommodate usage. Change orders should not be requested to increase BPO's each time an invoice is received.

- Purchasing card (PCard) applications can be picked up from Gary Glisson in Purchasing or from your Campus DAS. Campus applications have to be approved by your Budget Administrator, Campus DAS and Campus President. Martin Center applications must be approved by your budget administrator, Larry Snell and Mr. Bowers.
- It is preferred that purchases less than \$1,500/transaction (with no single item exceeding \$749.99) be done with a College PCard and not petty cash or DR's.
- Purchasing is not authorized, nor has the capability to transfer funds from one account to the other. This action is performed by Marsha Dasaro or the Campus DAS for Fund I and Cassandra Blackmon for Fund II.
- Requested items that are requested to be considered a sole source, compatible to existing equipment or "OEM" (original equipment manufacturer) should be indicated by the requestor in a department note on the department requisition header (i.e. supplies/equipment required by the Police & Fire Department standards, etc). A sole source justification request form (available from purchasing) should be filled out when the requested purchase exceeds \$2,500.
- When a printing job is done, the requesting department is to make sure the receiving gets posted in ORION so the printer gets paid. Some printing jobs will be delivered to a mail house versus our loading dock and, as such, will require use of a blanket purchase order and/or close coordination with your campus receiving department.
- Departments should not call in orders to any supplier before the purchase order is done, as only purchasing is authorized to place orders.
- A number of departments input a department requisition and either never complete it or intentionally do not send it for approval at that time. It is requested these types of department requisitions be cancelled as they not only initiate daily automated emails to your budget administrator, but also slow down ORION by having partially completed transactions.
- Monitor the ORION rejected/send back queue for returned department requisitions weekly, read the reject/buyer notes, modify the requisition and resend it for approval.
- Departments should always consider ordering supplies from Central Stores first. The volume-purchasing discounts achieved by Central Stores will save your department extensive dollars. A recent assessment confirmed over \$150,000 is saved each year by CStores volume bidding contracts of commonly used items.