

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER
August 2005

UPCOMING FINANCE/PURCHASING ORION TRAINING

The next Finance/Purchasing Orion training will be held on the following dates:

August 17th 9:00 a.m. - 12:00 p.m. "Finance" (Urban Resource Center Room 318)
August 18th 9:00 a.m. - 4:00 p.m. "Purchasing" (Urban Resource Center Room 215)

September 21st: 9:00 a.m. - 12:00 p.m. "Finance" (Urban Resource Center Room TBD)
September 22nd 9:00 a.m. - 4:00 p.m. "Purchasing" (Urban Resource Center Room TBD)

Employees who are interested must have their budget administrator send an e-mail to Regina O'Hara at rohara@fccj.edu requesting that the employee(s) be enrolled in the class, as well as complete the Request for New Employee Account form by going to the IT web site (<https://secure2.fccj.edu/lsc/newaccount.html>) to obtain a user ID and Orion password.

After training, each employee is required to take and pass six (6) exams scoring 100 percent on each exam before security to the Finance system will be granted.

NOTE:

Finance Orion training must be attended "prior" to Purchasing Orion training.

DESTRUCTION OF P-CARD RECORDS

Attention all P-Card holders. Please **destroy by shredding** all your P-Card records on campus for transactions prior to July 1, 2002. In order to safeguard your P-Card/VISA number, the only acceptable way to dispose of these records is by shredding. The College has a contract with a shredding company that has placed secure bins at all campus locations. To find out where these bins are located on your campus please contact your Campus DAS.

PROPERTY LIMITS INCREASED

Please be aware that, the College Cabinet has recently approved changes to college procedures to raise the limit of tangible personal property to \$1000 to match the amount allowed by Florida Statutes.

- I. Please be aware that as of 7/01/05 property is now defined at FCCJ as equipment, fixtures or other moveable property of a non-consumable nature, the value of which is \$1000 or more and has an expected life of one year or more.

This change will have an impact, not only on college staff who take the annual physical inventory and receiving clerks, but also employees who enter Orion department requisitions and their budget administrators.

Beginning with FY 2006 purchase orders, only assets meeting the new definition of property above will use the Property General Ledger Code (GLC).
Fixtures and other property costing \$999.99 or less will use a Minor Equipment GLC.

All new movable property and equipment received after 7/01/05 will be labeled with barcodes beginning at \$1000.

Additionally, please be aware that current bar-coded assets that originally cost between \$750 and \$999.99 will have their labels removed which will reduce the overall college inventory quantity by approximately 33%.

Employees who enter Orion department requisitions should note that property GLC's will not be used until the property unit cost* reaches \$1000.

Budget administrators should be aware that this change will also affect budgeting between capital equipment and minor equipment.

(* = The total cost of a piece of equipment includes the cost of the item plus all shipping, handling, installation and subcomponent cost that is attached to or becomes an integral part of the asset.

- II. Please also be aware that effective 7/15/05 this change will also redefine the college's P-Card purchasing procedures.

P-Card procedures have in the past limited its use to purchases of single items not costing more than \$749.99 per item.

This change effective 7/15/05 will allow employees to utilize their P-Card to make single item purchases up to \$999.99.

Please feel free to call 632-3359 (Gary Glisson, Materials Manager) with any questions you may have.

PROPERTY RESPONSIBILITIES OF ACCOUNTABLE EMPLOYEES

Every College asset meeting the definition of property is assigned to an accountable employee. Most full-time and permanent part-time employees have at least one asset assigned to them. Responsibilities of an accountable employee are:

- a) Safeguarding the property against theft.
- b) Reporting lost or stolen Property to Campus Security as soon as possible, and forwarding a copy of the Security Report and an FCCJ [PC1-A](#) Form to Ms. Lina Sapin (the College Property Accountant).
- c) Ensuring proper procedures are followed when the Property is surplus.
- d) Locating the Property each year for the College physical inventory.
- e) If the Property is taken home or sent out for repair, ensure that it is documented on a PC form in accordance with established College property procedures.
- f) If a change in Property location occurs, ensure the move is documented on a PC form in accordance with College procedures.
- g) If the barcode label is removed or damaged, contact your Campus Property Specialist as soon as possible so that a new label can be issued and attached.
- h) Upon termination of employment, ensure that all College Property has been inventoried, returned, and assigned to a new Accountable Employee.
- i) College staff can verify assets assigned to them as the accountable employee by opening their web browser to <http://fccjtechweb.fccj.org/property/default.asp>

SURPLUS PROPERTY PICK-UP SCHEDULE

North Campus	First Tuesday of each month at 10:00 a.m.
Deerwood	First Wednesday of each month at 10:00 a.m.
URC	First Wednesday of each month at 1:00 p.m.
Downtown Campus	Second Tuesday of each month at 8:00 a.m.
MCCS	Second Tuesday of each month at 1:00 p.m.
Kent Campus	Third Tuesday of each month at 10:00 a.m.
ATC	Third Tuesday of each month at 1:00 p.m.
South Campus	Fourth Tuesday of each month at 10:00 a.m.
Nassau/Cecil	As required

REUTILIZATION OF SURPLUS PROPERTY

The College encourages staff to reutilize surplus property located in our surplus equipment furniture warehouse at 35 West State Street. The warehouse is open on Thursday afternoons from 1 PM to 3 PM for staff to view items that they may want transferred at no cost to their department. Please check in with Ron Attaway, at extension 3227, on Thursdays at 11 West State Street and a Central Stores staff member will accompany you to the warehouse.

DON'T FORGET RECEIVING

If you have items ordered on a standard purchase order that will be delivered to your desk by the vendor or will be picked up by College employees, please ensure your receiving clerk posts the receipt in Orion. Without the receipt being documented, vendors will not be paid in a timely manner.

U.S. Mail

- (1) Please add your department name and room # to the return address on all outgoing U.S. mail. Many mail pieces are returned to the College and not having the department name makes it difficult to return them to the correct department.
- (2) Non-profit mailings no longer have to be sorted by the complete 5-digit ZIP Code. These mailings only need to be sorted into three groups – 320**, 322** and all others.
- (3) Many of our first-class mailings could qualify for bulk mail rates. Bulk mail rates could save the College extensive cost, as well as save work for you. Bulk mailing of 200 pieces or more usually will cost the College significantly less than first-class rates with the folding, inserting and application of labels being completed by our bulk mail vendor. If you have mailings of 200 pieces or more, please contact Ron Attaway at 632-3227 regarding these money and labor savings opportunities.

HINTS FOR IMPROVED FLOW OF CAMPUS MAIL

- (1) Please use the following information when addressing campus mail: Name (first and last), Campus, Department and Room #.
- (2) Address campus mail for the Fire Academy and the Police Academy directly to these centers. Addressing internal mail thru South and North Campuses for these centers adds a day to the delivery time. Additionally, the two entities at Cecil Field are at different locations. Please address their campus mail to either Cecil Aviation Center or Cecil Education Center, as appropriate.
- (3) The following abbreviations are suggested when addressing campus mail:

Martin Center	MCCS
North Campus	NC
South Campus	SC
Kent Campus	KC
Downtown Campus	DC
Advanced Technology Center	ATC
Urban Resource Center	URC
Deerwood Center	DWC
Nassau Center	NASS
Police Academy	PA
Fire Academy	FA
Cecil Aviation Center	CAC
Cecil Education Center	CEC
- (4) When special handling of a mail piece is requested, a “Hand Carry” form should be completed to ensure delivery is documented. These forms are available at each campus/center mailroom.