

# THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

October 2008

## **Attention all P-Card Holders:**

The College plans to reissue all of you new P-Cards during the month of October.

Some of you may know there have been incidents in which a P-Card has inadvertently been used to make a personal purchase. It was thought that this may have been because the current P-Card resembles some personal credit cards and was accidently presented for a personal purchase without realizing the mistake. In the hopes of eliminating this problem the College, at some expense, is working with the Bank of America to develop a new highly visible and distinguishable card for the College's P-Card. This should eliminate accidental use of the College's P-Card.

Because of the efforts made and expense realized by the College for this newly designed P-Card, once P-Cards are re-issued the College will no longer accept the accidental use of P-Card as an acceptable explanation for the violation of procedures forbidding the use of the College's P-Card for personal purchases. Once the new P-Cards are reissued, violation of this procedure of making a personal purchase with the P-Card will automatically result in the cancelling of the P-Card and the revocation of all P-Card privileges.

Please review the March of 2008 "Provider" newsletter that can be found on the purchasing website at URL: <http://fccj.edu/campuses/mccs/purchasing/index.html> "P-Card Updates" as it relates to vendors like Amazon.com and many of the hotel chains building profile or cookies for P-Card users and the charging of personal purchases or hotel stays using the College's P-Card. Any such use of the P-Card for personal use because of customer profiles or cookies is also a violation of procedures and may also be grounds for the immediate cancelling of the card and the revoking of P-Card privileges. If you have any questions, feel free to contact me at ext 3301.

## **Finance/Purchasing Orion Training:**

If you are a new employee and interested in attending the next ORION Finance and Purchasing Training sessions to receive ORION Finance/Purchasing system security, please contact Regina O'Hara at 904.632.3258 or rohara@fccj.edu to sign up for the next available class.

### **Finance:**

October 22, 2008, URC Room 318, 9 a.m. to noon  
November 19, 2008, URC Room 318, 9 a.m. to noon

### **Purchasing:**

October 23, 2008, URC Room 318, 9 a.m. to 4 p.m.  
November 20, 2008, URC Room 318, 9 a.m. to 4 p.m.

## **New Orion Enhancement:**

Beginning September 1, 2008, the end-user requestor/contact person listed on the department requisition header will be getting an Orion automated e-mail the day after a purchase order number has been assigned to your requisition request.

This will help the end-user know:

- When a purchase order has been assigned to their requisition.
- The name of the supplier(s) purchasing issued the purchase order to.
- How they can print off an **INTERNAL ONLY** file copy of the purchase order in ORION.

With this new enhancement in place, departments will not be able to free type the requestors and contact person name in those fields. You will need to press the PF1 key and select the person's name.

## **2009 College Logo Shirt Catalogs:**

Shop now for your new fall and winter College logo apparel from the 2009 College Logo Catalog. You can pick-up a catalog from your campus business office or in the purchasing office at MCCS. Reminder! For your convenience, on-campus customer service, e.g. showing of sample shirts, etc., is available to your department if needed. Contact Bill or Carol Fisher at Florida Specialty Promo at phone 904-367-0044 or fax 904-367-0709. You can also visit Florida Specialty Promo's website at [www.fsapromo.com](http://www.fsapromo.com).

Contact Emily Perry, ext 3282 or email [eperry@fccj.edu](mailto:eperry@fccj.edu) if you have any questions or need assistance.