

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY
NEWSLETTER

April, 2004

FY 2003/04 Purchasing Deadlines:

Pursuant to College Purchasing APM # 05-0203, the college has established the following FY 2003/04 purchasing year end deadlines:

<u>Deadline to input and approve Orion Department Requisitions:*</u>	<u>Requisition Value:</u>
5pm June 1, 2004	\$0-\$2,499 **
5pm May 17,2004	\$ 2,500- \$24,999 (requires informal quoting)
5pm March 29,2004	\$25,000- \$149,999 (requires formal bid/RFP)
5pm March 12,2004 Approval)	\$150,000 (requires formal bid/RFP and Board

* except for purchasing off selective existing single award state or public contracts (which are exemptions from competitive bidding.)

** Note: The College will take down employees Orion security to input department requisitions at 5pm on Tuesday on June 1,2004.

Please be aware requests can be made to your campus DAS to be considered to re-open your Orion security to input a department requisition for safety to life purchases.

Employees with P-Card's will be allowed to continue to use their P-Card into June for purchases less than \$2500 per transaction, but are cautioned to be aware that any purchase made in June that does not show up on your June 14th statement will need to be paid from your FY 2004/05 budget.

Purchasing Website

The purchasing department is in the process of updating our website. The purchasing website is designed to provide customer services and a number of tools to both College employees, as well as vendors desire to do business with FCCJ. You have access to this valuable information by visiting the purchasing website at <http://fccj.edu/campuses/mccs/purchasing/index.html>. (We suggest you add it to your “favorites” bookmark list).

Have you ever wondered which buyer handles a certain commodity? You can now retrieve that information from our website under purchasing staff to view the complete listing. Other information you can obtain are:

- A. P-Card Rules
- B. P-Card Information
- C. APM Procedures
- D. Links to CStores Catalog/Property Web Page
- E. Standard Contracts and Forms
- F. Bid Schedules

In addition the web site has this Provider Article, past Provider Articles and links to state contracts and departmental business practices and procedures.

Do's and Don't of the P-Card

This is just a reminder of some policies and procedures of the P-Card dollar limits.

The P-Card can be used for purchases of goods and services, other than Hazardous material, when the unit price is less than \$750.00. The \$750.00 figure includes the cost of the item plus freight and installation. Any software with a value less than \$750.00 can be purchased only if it appears on the approved IT web site list.

Any purchase for capital equipment, defined as (movable, non-consumable, tangible personal property with the original cost of which is \$750.00 or more with the normal expected life of one year or more), is Not to be made on a P-Card. Such purchases shall be made by using a purchase order. All capital equipment is required to be bar coded and entered into the College's property system.

Pursuant to Board Rule the P-Card is not to be used when the total amount of the purchase is greater than \$2,499.00. Any single P-Card transactions, greater than this amount, are in direct violation of P-Card policies and procedures. Purchases from the same vendor are not to be split into separate transactions in an effort to keep the single purchase below the \$2,500 ceiling. All statements transactions are periodically audited. Purchases to the same vendor within a 48 hour period are being flagged to verify that there has not been multiple orders issued in an attempt to keep the purchase below \$2,500. Apparent violation of this policy will result in a process review meeting/counseling session with your budget administrator. Continued violation will result in the suspension of P-Card privileges.

If you should ever have any questions concerning such purchases please feel free to contact Dennis Blank at 3301 for guidance.

Requisition Descriptions

Approved ORION II department requisitions are received daily in the purchasing department, sorted by commodity (based on item description), and assigned /issued to the appropriate Buyer for processing. This process of issuing a purchase order is delayed when descriptions are not adequate and the requestor has to be contacted for clarification.

The most important thing is to provide an actual item name or "noun" when entering a description on your department requisition followed by model number, title, color, size, mfg. name/no., etc., where applicable. The following are good examples of descriptions:

- 1) Paper, continuous computer, white, 20#, perforated, 9-1/2" x 11", CT/2300, #EXP00060
- 2) Refrigerator, 3.6 c.f., counter high in white, Sanyo #SNFSR3620W
- 3) Printer, Hewlett Packard Deskjet #952C, mfg. #HEWC6428B
- 4) Software, Academic Adobe Pagemaker 7.0 for Windows to include CD media & manual
- 5) Hardware upgrade, Sun Microsystem XT3ES-RR-22-327***EOL T3ES RR 2X9X18G, SGLD, s/n 56789

For further assistance please go to www.fccj.edu/campuses/mccs/purchasing/staff.html and contact the Buyer handling the commodity you have questions about.

DELL – Personal Purchases

You may not be aware, but FCCJ Employees may enter the Dell Computer Store online and place an order or contact a Dell Sales Representative at 1-888-987-3355 for assistance to purchase from their complete line of systems **and receive up to 10% off** their retail price. Special promotional items are also offered on their FCCJ Website. For online purchases go to www.premier.dell.com; enter account code US59F5B and access key RF6Y4. When calling a Sales Representative please give FCCJ's Member ID #US30627254 to ensure you get your special FCCJ discount.

Furniture Buyer

As of July 1, 2003, Dennis Blank (ext. 3301) is now doing all furniture buying for the College. He is currently developing a procedure to clarify and simplify the procedure for the proper way of inputting furniture requisitions. This procedure will assist in assigning proper GL coding and capture of capital assets in the property system. When completed, Dennis Blank will visit each campus and present these procedures to the various DAS's for distribution on campus as to how the purchases should be handled.

Advanced Purchasing Training Survey

The purchasing department would like to provide continuous improvement customer service therefore, listed below is a survey we would ask you to complete to determine your interest in developing Advanced Purchasing Training. The training would consist of the following topics:

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|--------------------------|---|
| Bid limits ----- | Dollar limits for T-Quote, Bids, RFP's and Board limits. |
| Sole Source ----- | When to use a sole source form and the procedures to do so. |
| RFP/Bid Process ----- | When to use a informal fax quote, an Invitation to Bid v.s. a Request for Proposal, as well as what the turn around time will be, what is the requester's role, etc. |
| Purchasing Procedures -- | What the normal turn around time is for requisitions, Bids, RFP's and change orders. What an unauthorized purchase is. When to use your PCard/Disbursement Request v.s. a Purchase Order. What to know if you are obtaining a quote from a vendor, as well as when do I use an OPS agreement or a purchase order. |

Please indicate below if you would be interested in any of the topics listed above or notate any other topics you wish to explore.

Please check your preference(s) and return this portion of the survey to the Purchasing Department by 05/15/04.

_____ Interested in Advanced Purchasing Training, please specify which topic(s): _____

_____ Not interested in Advanced Purchasing Training

_____ Other topics you wish to explore: _____

If you have questions, please call Patty Carter, ext. 3301 or Emily Perry, ext 3282. You are welcome to either email this survey back to EPerry@fccj.edu or fax it to 632-3087 or interoffice mail it to Purchasing , MCCS. Thank you for your assistance.

Name/Department: _____