

## CELL PHONE CONTRACT WITH SPRINT

After months of negotiating, FCCJ finally signed a 2-year contract with Sprint PCS. The beauty of this contract is it has something for everyone from College staff, employee's personal use and even a great deal for our students, plus access to the great Sprint digital network.

### I. College staff use:

- A. The contract provides each of us a fixed 15 percent discount off their nationally advertised plan cost (i.e. 500 anytime minutes @ \$42.49/month). Free long distance, voice mail, caller ID, etc., anywhere in Sprint USA network, not just in your local area as BellSouth Mobility has done.

Minutes can be pooled between employees. Thus, you can have 10 employees who all have a 500 minute plan create a 5,000 minute pool and only if they collectively exceed the 5,000 minutes will any overage costs apply.

Sprint will give all of us free phones (we can pick from 3 choices), belt clips, lithium batteries, etc.

- B. Smaller cellular users can build a pool differently. If one employee gets a 500 minute plan with a free phone the College can have up to four additional employees get a free phone and all five can share the 500 minutes of airtime at NO ADDITIONAL COST. Imagine five cell phones at the cost of \$42.49/month total.

### II. Employee's personal use:

Same 15 percent discount available for employees also with free long distance/roaming etc, but they must buy the phone. Employees can use the add-a-phone service also as noted above so the entire family can share package airtime minutes.

### III. Students:

If we open up our campuses to Sprint PCS, they can offer our students the following:

- A. \$100-\$125 instant free credit to apply to phone purchase or airtime.
- B. Discounted plan rates (i.e., \$29.99/month for 180 anytime minutes plus 680 minutes/month nights and weekends) or (\$49.99 for 500 anytime minutes plus 1000 nights and weekend minutes) or can add local calling area feature for \$1.99/month so the entire state of Florida can be their local calling area.
- C. Plans go up to a \$69.99/month package for 700 anytime minutes and 1200 night and weekend minutes.

You can get in touch with Jim Dolan of Sprint at 904-472-8433 (email:

[jdolan01@sprintspectrum.com](mailto:jdolan01@sprintspectrum.com)).

Correction to Budget Amendments Article in the April Provider

The Budget Amendment in the April provider should have read:

Please be aware that each DAS now has the security and ability to make most 6000 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-600 GLC to another Fund I - 600 GLC will now call or email your campus DAS. M CCS staff will continue to ask Marsha Dasaro for assistance.

#### ORION FINANCE/PURCHASING TRAINING

ORION Training will be held from 8:00 a.m. to 5:00 p.m. on the following dates:

August 3, 2000	URC Room 314
August 15, 2000	URC Room 314
September 19, 2000	URC Room 314
October 17, 2000	URC Room 314
November 16, 2000	URC Room 314

Please call Regina O'Hara at ext. 3358 or email [rohara@fccj.org](mailto:rohara@fccj.org) to schedule your ORION training.

#### PURCHASING WEB PAGE

The Purchasing Department web page went live on July 27 due to the efforts of Kris Moncada in the IT department and Marc Pica in purchasing. Visit our site at [http://web.fccj.org/~mpica/purchasing\\_dep](http://web.fccj.org/~mpica/purchasing_dep) for useful information to assist you in the procurement process.

#### VISA PROCUREMENT CARD

FCCJ is in the pilot phase of using a Visa procurement card to make the small dollar purchasing process simpler. Early results are favorable. Phase two of this pilot will continue for approximately two more months. Additional information will be issued at that time.

#### TYPEWRITER MAINTENANCE CONTRACT

Just a reminder that all requisitions for typewriter maintenance should be forwarded to purchasing by August 11, 2000. This includes both on-line department requisitions from the campuses and manual requisitions for M CCS departments. Any questions should be directed to Marc Pica at ext. 3302 or email [mpica@fccj.org](mailto:mpica@fccj.org).

## EQUIPMENT MAINTENCE INSURANCE

The contract with Specialty Underwriters has been extended for an additional year with a 25 percent reduction in rates. For those departments that have equipment covered, purchasing will enter department requisitions and send to the appropriate budget administrator for approval. All departments are encouraged to request quotations for this cost-effective coverage for any of their mechanical or electronic equipment. Quotes can be requested by providing equipment make, model and serial number as well as current annual maintenance charge or purchase price and date to Gary Glisson ([gglisson@fccj.org](mailto:gglisson@fccj.org) or fax 632-3087). Quotation request are normally processed within 10 working days.

## COMMODITY ASSIGNMENTS

Because of some personnel assignment changes within the purchasing department, we have reassigned commodities to each of the buyers. Hopefully these changes will help balance workload. See Attachment 1 for the new assignments to use for designating a buyer for your department requisitions. The listing is not all-inclusive, so if you have any doubts regarding the correct buyer, just assign "GWG" and let purchasing route it to the appropriate buyer.

## DEPARTMENT REQUISITION BACK-UP

We are changing the procedures to provide back-up documentation to purchasing for your department requisitions in an effort to make this process simpler. All back-up documentation should be directed to Patty Carter, Purchasing Agent I via:

- 1) Campus mail to MCCS Room 341
- 2) Email to [pcarter@fccj.org](mailto:pcarter@fccj.org)
- 3) Fax to 904-632-3087

## LOGO SHIRTS

A new College logo was developed for FCCJ in the fall of 1999. With this change, several bids were implemented involving items bearing the College logo among which was polo/golf style shirts for faculty, staff and students. As a result, embroidered polo/golf style shirts in white are reserved for faculty and staff while Follett campus bookstores are providing the same shirts in various colors for students. The color differentiation was implemented as awareness on campus to distinguish staff from the public or as a security deterrent. All shirts include the College's logo in 4-color and name embroidered in black over the left breast.

The College President is encouraging departments Collegewide to consider purchasing these shirts, in white only, for faculty and staff. Individual employees may choose to

purchase additional shirts (all in white) and washed dungaree color directly from the awarded contractor on a prepaid basis, using a personal check or credit card. Please contact Betty Clayton in the purchasing department at ext. 3350 if you need assistance or stop by and view the sample shirts in various styles.

The awarded contract is G Willie's Uniforms, Inc., 1407 Mahan Dr., Tallahassee, FL 32308. Telephone number is 800-232-1027. Contact(s) Mr. David Franklin and/or George Schumacher.

#### “CO” COPY FUNCTION TO COPY DEPARTMENT REQUISITION

When a blanket purchase order is keyed in for the first time and the copy of the purchasing order is sent back to the end user for filing, please review the format that the purchasing department has created on the purchase order and file this with your department requisition.

The following year when the department requisition is copied for the new blanket purchase order, please take the time to format this copied department requisition to the past year's purchase order. Once the formation is correct, from then on you will only need to copy and make a few changes that you would usually make on a blanket purchase.

Remember ORION does not word wrap at the end of the description line. When a letter is left on a line item and remaining letters are on the next line item purchasing has to make the corrections.

Purchasing greatly appreciates the understanding and help on these matters from the end user, as we have hundreds of blanket purchase orders each year.

#### YEAR-END CLOSING

We would like to thank all departments for helping with a smooth year-end closing process. Each department honoring the ORION cut-off dates was greatly appreciated. Now, to get a headstart on next year, the following deadline are provided:

April 13, 2001 - For all items greater than \$150K.

May 4, 2001 - For all items between \$25K - \$150K.

May 25, 2001 - For all items less than \$25K.