

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY
NEWSLETTER

January, 2003

WELCOME NEW PURCHASING MANAGER:

Please join the purchasing staff in welcoming Mr. Dennis Blank who joined the College Monday, January 13, 2003. Mr. Blank has had an impressive purchasing career serving as the purchasing manager for Crowley Maritime for the past 10 years. Dennis Blank's extension is 3301 and email dblank@fccj.edu.

PRINTER CARTRIDGES:

Central Stores has recently had requests from departments to stock printer cartridges for the following printers:

- Lexmark T520
- HP LaserJet 1000, 1200 and 3000

We are trying to determine if FCCJ owns enough of these printers to justify buying in bulk and stocking them in Central Stores. Please let us know if you have either of these printers and approximately how many cartridges you project to use annually. Please send your reply to Ron Attaway at Central Stores or email rattaway@fccj.org.

Also, please let us know if you have other printers that you feel CStores should consider stocking printer cartridges. Please define the approximate number of cartridges used annually.

INKJET AND LASER JET TONER CARTRIDGE RECYCLING:

Central Stores is the designated collection recycle point for your used inkjet and laser jet toner cartridges. Cartridges should be forwarded in their original packaging via intercampus mail. Please note that Central Stores is the collection point for inkjet and laser jet printer cartridges only. Used toner drums and ribbons for fax machines and copiers will not be picked up by Central Mail personnel. These items should be sent to your hazardous materials storage area at your campus for disposal.

If you have questions about this procedure, please contact Ron Attaway at 632-3227.

ORION TRAINING:

The next Finance Orion training class will be held on January 23, 2003 at the URC in Room 216. The Purchasing Orion training class will be held on January 28, 2003 at the URC in Room 216. Call Regina O'Hara at 632-3358 to register for your class. February dates for ORION training will be February 12 & 13 at the URC in Room 216.

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 1:00 p.m. to 3:00 p.m. for staff to view items that they may want to pick up to be transferred at no cost to their department. Please check in with Ron Attaway, on Thursdays, at 11. W. State Street and a Central Stores staff member will accompany you to the warehouse.

LEXMARK PRINTER CARTRIDGES:

Due to the rapid rise in the volume used and cost of Lexmark Optra Printer Cartridges, a meeting was held with representatives from Lexmark to identify cost effective alternatives. Lexmark and FCCJ have entered into a cost effective agreement to switch from Lexmark new manufactured cartridges to Lexmark remanufactured cartridges. Each department is also advised by Lexmark you can change the factory setting from six (6) to four (4) on the printer so you will use less toner while still obtaining a quality as good as the HP quality.

A test of the remanufactured cartridges was done on campus in our labs and the results were great. It was confirmed we used less toner and the quality was as good as HP quality. As a result, computer labs have changed all College Lexmark Optra settings and switched to Lexmark remanufactured cartridges. This will result in a 38% savings to the College.

The College solicited three (3) vendors and awarded a Lexmark remanufactured cartridge contract to Corporate Express Imaging as the lowest bidder. Listed below are the remanufactured cartridges and pricing that can be purchased from CStores.

| <u>Cartridges</u> | <u>Part #</u> | <u>FCCJ Stock #</u> | <u>Price</u> |
|--------------------|---------------|---------------------|--------------|
| Lexmark Optra S | 12A0350 | 84475 | \$ 92.67 |
| Lexmark Optra T610 | 12A5340 | 84479 | \$174.97 |

Please note: The Lexmark Optra R+ Lexmark remanufactured cartridge can be purchased by using your PCard or keying an on-line department requisition to Corporate Express Imaging. Pricing and part number are as followed:

| | | |
|------------------|---------|---------|
| Lexmark Optra R+ | 1382622 | \$72.08 |
|------------------|---------|---------|

PCARD PURCHASES:

Remember, when using your procurement card (PCard) for internet purchases, be careful not to pay sales tax on your purchases and confirm the supplier's web site has the functionality to input the College's sales tax exempt number. The College is state and federal excise tax exempt and employees shouldn't have to pay sales tax.

MINIMUM DOLLAR LIMIT:

Effective December 1, 2002, the College implemented a \$200 minimum value for inputting ORION department requisitions, other than hazardous chemicals and suppliers who "require" a purchase order be issued. Employees are encouraged to enroll in a PCard class. PCards are the College's preferred method to make purchases less than \$2,500 per transaction. Please contact Dennis Blank at ext. 3301 to schedule attendance at the next class.

YEAR END DEADLINES:

Before you know it, it will be time for fiscal year end. Again, this fiscal year, the College has established year-end deadlines to input and approve Orion department requisitions. This schedule is as follows:

- A. March 3, 2003 for purchases greater than \$150,000.
- B. April 18, 2003 for purchases greater than \$ 25,000.
- C. May 2, 2003 for purchases greater than \$ 2,500.
- D. May 29, 2003 for all purchases (until 5:00 p.m., at which time ORION security to input department requisitions will be taken down until next fiscal year.)

Note: Employees who use a procurement card (PCard) are not affected by these dates and can continue to procure needed items/services that cost less than \$2,500 up until June 14, 2003.

If you would like to be considered to carry a PCard, please contact your director of administrative services or Dennis Blank (dblank@fccj.edu) extension 3301.

CAR RENTALS:

As noted on the College's travel web page, it is the College's procedure to utilize Avis Rent-a-Car to rent cars under the Florida State contract. Please note, if renting a car out of Florida, you **MUST** return the car to Avis with a full tank of fuel as they will charge you to fill the tank at an outrageous cost per gallon. (Example, L.A. Airport charges \$9.00 per gallon).

COPYING A DEPARTMENT OR PURCHASING REQUISITION

When copying a department requisition (CM DR CO) or copying a purchasing requisition (CM DR CP) a "pop-up-window" will appear asking for a date. This date will appear on the new department requisition header screen in the area "DT Needed". When you are copying a department requisition or purchasing requisition and using a type of "BO" blanket or "SC" service and press PF11 (on the department requisition header) you will see the same "blanket end date" of the original department requisition you just copied in the "blanket end date" area. Most "BO" or "SC" types end dates are for the end of the fiscal year (i.e. 06/30/03) and employees will need to confirm the copied requisition has the correct end date. Also, when copying a department requisition or purchasing requisition, remember to review/update the description of the line item, end date, authorized personnel, not to exceed per purchase and any other information the vendor will need to know.

BUSINESS CARD ORDERS:

BUSINESS CARD ORDERS BY DISBURSEMENT REQUEST

The College as of December 1, 2002 implemented a new procedure that orders under \$200 be bought using either a PCard or a Disbursement Request. The following instructions are for purchases being made for business cards under \$200 using a Disbursement Request in Section I and a PCard in Section II.

Section I:

- 1) Fill out the attached form with the exact business card information you want printed, indicate the quantity you need, the requesting person's name and signature and the requesting department's name.
- 2) Fax the filled out form to Brut Printing Company, Attn: Mr. Harry Brut, Jr. at (904) 355-3093. On a fax cover sheet please indicate that the cards are being ordered using a Disbursement Request and that the invoice will need to be sent directly to you for processing of the payment.
- 3) Once the cards have been received please process the Disbursement Request and follow up to assure payment has been processed.
The vendor address and phone number is:
Brut Printing Company
Attn: Mr. Harry Brut, Jr.
503 Parker Street
Jacksonville, FL 32202
Phone: (904) 354-5055
Fax: (904) 355-3093
- 4) Call Patty Carter at (904) 632-3303 if you have any questions or concerns.

Business Cards Form
Florida Community College at Jacksonville

Because business cards are representative of the College's total identity, they should conform to consistent graphic identity guidelines. The total layout, proportions, positions, typeface, type size and stock (as shown below) should not be altered in any way. A business card order form has been developed which allows employees to define the information you request printing on your card. Brut Printing will add as much information as space and good design will allow. See a sample form below.

Stock: 80-pound Mohawk Superfine cover, Ultrawhite
Size: 3 ½ by 2 inches
Ink Color: Four color process
Type: Times
Logo: College Logo
Vendor: Brut Printing - Fax: (904) 355-3093
Qty.: (Check One)
_____ Box of 250 = \$18.00
_____ Box of 500 = \$24.00
_____ 4 or more boxes of 250 = \$14.00/box
_____ 4 or more boxes of 500 = \$20.00/box

Date Ordered: _____

PLEASE TYPE FORM EXACTLY AS IT SHOULD APPEAR ON THE BUSINESS CARD.

Name: _____
Department: _____

Campus: _____
Address: _____
City/State: _____
Zip Code: _____

Telephone Number: (904) _____

Fax Number: (904) _____

E-Mail Address: _____

* Internet Address: _____

* Pager Phone Number: _____

* Mobile Phone Number: _____

* Home Phone Number: _____

Priority: _____

Priority: _____

Priority: _____

Priority: _____

* Indicate the priority of numbers/addresses to appear.

Requesting Department _____
(904)

Requestor's Name (Printed) _____ Requestors Phone Number _____

Requestor's Signature _____ (904)

Requestors Fax Number _____

SECTION II BUSINESS CARD ORDER BY PCARD

Log on to: www.brutprinting.com

Click on FCCJ logo (upper left)

Welcome to
Florida Community College at Jacksonville
ON-LINE Business Card website

First Time purchasers, please read these guidelines before continuing with your order.

To use this method of ordering you will need these items:

- 1) A valid "P-CARD"
- 2) The **Information** to appear on printed card
- 3) **Quantity** you wish to order
 - a) 250 cards will require a **payment of \$18**
 - b) 500 cards will require a **payment of \$24**
 - c) 4 units of 250 cards ordered at same time requires a **payment of \$56**
 - d) 4 units of 500 cards ordered at same time requires a **payment of \$80**
- 3) A valid **E-Mail address**
- 4) *If you are paying for a name other than your own, you will need to indicate that information in the "SPECIAL INSTRUCTION" area at the bottom of the order form.*
example: "Bill Anybody is paying for Joe Smith's cards"

ALSO: In this "SPECIAL INSTRUCTION" area, please indicate if your order will consist of 4 names at same time qualifying for a PER NAME discount. (see c & d above) Each name must be entered on its own order form using \$14 for 250 or \$20 for 500 quantity.

Order Form information entry

- 1) Fill in all appropriate information in the boxes indicated.
- 2) Check the requested quantity (500 is the default)
- 3) Add any special instruction information
- 4) Click CONTINUE (click RESET only if you wish to clear the form and start over without submitting your order)

You will be taken to a **thank you** page where again the prices for the various quantities are displayed. There you will find detailed instructions for completing the payment through **"PAYPAL"** who is Brut Printing Company's On-Line clearing house for SECURE Credit Card payments. Necessary credit card information and E-Mail address requirements will be indicated. **Click continue**

You will now enter a "SECURE" Website which completely protects your personal and credit card information. Follow **"PALPAY"** instructions for credit card information entry and enter your e-mail address. Your e-mail address is so **"PAYPAL"** can send you a receipt for your purchase.

Again thank you for using

FCCJ on-line business card ordering

PROPERTY MANAGEMENT FORMS UPDATED:

In an effort to make the process of property management easier, the College's Property Process Team has revised the property management forms and added them to the property management web site in adobe acrobat format. The new forms can be completed using your web browser and then printed and routed for signature. Please note the following changes to the forms:

The PC6 form that was used to send barcoded property to surplus is now obsolete.

The PC2 form that was used to transfer property to a new location and owner has been revised. It is now a multi-use form that can be used for transferring property to a new location, a new owner or to surplus.

The PC7 form used to transfer non-barcoded items to surplus has also been placed on the web site in adobe format.

There are now two forms used to remove property from the College's inventory. The PC1 form is used to write-off property that has been damaged or destroyed, traded-in, cannabilized, obsolete, worn-out, or donated. The PC1-A form is used to write-off items that are stolen or lost/missing at inventory.

To view these forms, you will need to ensure that Adobe Reader is loaded on your computer. If the reader is not installed on your computer, you may download it from the Internet or email the helpdesk to have it installed.

You may also use the College's property web site to update locations for assets in your accountability, transfer assets to a new owner and location and view assets by asset number, location, serial number or owner.

If your department has any of the old property forms, please dispose of them and begin using the new forms. If you have questions or have problems with the web site, you may contact Gary Glisson, Materials Manager, at ext. 3359 or via email at gglisson@fccj.edu.

Link to property transfer site:

<http://fccjtechweb.fccj.org/property/default.asp>

Link to property management site:

<http://fccjtechweb.fccj.org/property/index.htm>

SAFETY SENSE:

As our mission in the FCCJ's Health and Safety Department is to maintain a safe, functional, clean, comfortable, and attractive environment for our customers, we offer these 'Safety Sense' tidbits.

What Are The Costs for Workplace Injuries and Illnesses?

In the time it takes to read this sentence, two (2) workers somewhere in the United State will suffer a work-related disabling injury.

The National Safety Council reminds us that an average of the 14 people are killed and more than 10,400 people disabled each day at work. The workplace death toll is equivalent to a major airline disaster every two weeks.

Yet even these staggering numbers are dwarfed by estimates the job-related diseases causes as many as 60,000 deaths a year, according to a study entitled Occupational Injury & Illness in the United States by J. Paul Leight and colleagues, published in 1997, and sponsored by the National Institute for Occupational Safety and Health (NIOSH) and the Economic Policy Institute.

The cost to the economy of job-related injuries alone was estimated at more than \$122 billion in 1999.

This amount exceeds the combined profits of the top 17 Fortune 500 companies in 1999.

Preventing Accidents

Preventing accidents is everybody's responsibility. Accidents don't just happen out of the blue. Accidents are either the result of an unsafe act, an unsafe condition or some combination of the two.

Smart Safety Rules for On or Off the Job

1. If it looks unsafe, it probably is unsafe.
2. Immediately report all accidents, unsafe conditions and close calls.
3. Don't perform any task unless you have been trained and authorized.
4. Use the proper Personal Protective Equipment (PPE) for the job.
5. Inspect all tools and machinery before using. Never use damaged tools or machinery.
6. Stay focused on the job. Prohibit horseplay.
7. If you need help to do a job, don't hesitate to ask for it.
8. Don't rush any task.
9. Follow all safety rules.
10. Know the hazards associated with each task and control them.

IF IT'S NOT SAFE, DON'T DO IT.

SOMEONE IS EXPECTING YOU HOME TODAY.

YOUR SECURITY:

We have all heard horror stories about fraud that is committed using your name, address, social security number, credit cards, etc. Here are some safety tips for personal and property security while you travel about in today's busy world.

As everyone always advises, in case of a theft of your wallet or purse, call all three (3) National Credit Bureau agencies and your banks to cancel your credit cards immediately; keep the toll free numbers and your card numbers handy so you know whom to call. Supply the card numbers to the police when you file a report. File a police report immediately after your valuables are stolen. When traveling, a photocopy of your travelers' checks, credit cards, airline tickets and passport is a great resource. Leave a set of copies with a trusted relative or friend and carry the second set with you, separate from the originals. If you can, only carry a small amount of cash and take only the credit cards needed for your trip.

Remember, the first step of being careful is to take responsibility upon yourself to do safe practices. Stay alert to your surroundings and be careful of the information that you give out when you meet fellow travelers.