

## OFFICE SUPPLIES CONTRACT

- The office supplies contract is with US Office Products, **NOT** Office Depot or Boise Cascade.
- Our contract is with USOP Orlando not the Jacksonville office.
- Contract pricing can be obtained by any of the following methods:
  - 1) Logon at [www.myusopnet.com](http://www.myusopnet.com)-user name is FL111424 and password is 11424, or
  - 2) Fax a quotation request to (800) 793-8145 Attn: Patty Sadler. Requests received by USOP before noon will be answered by close of business and those requests received during the afternoon will be responded to by noon of the next working day, or
  - 3) Enter the department requisition at catalog pricing and purchasing will price it as the req. is rolled to a PO.
- If ordering common office supplies from a vendor other than USOP, please put the following certification in department note: "Not available from USOP".
- Enter a separate line item for each catalog product number.
- USOP blanket purchases orders: For those of you with active BPO's to USOP, you can now place your order by e-mail. Send an e-mail to GGlisson or MPica that includes catalog product number, quantity and BPO number. You will receive verification that the order has been placed within 24 hours. This process is available only to departments with blanket purchase orders to USOP.

## CENTRAL STORES

Availability of common office supplies should be verified at Central Stores before placing a requisition with an outside vendor. Department requisitions will be returned for those items in stock at CStores.

## ACCESS TO STATE CONTRACTS

Numerous items that we buy every day are available on State Term Contracts or State Negotiated Agreements Price Schedules (SNAPS) programs. Most items purchased under these programs do not require competitive quotations and now all state contracts/SNAPS agreements are available on-line. You can access the Department of Management Services web page at: [http://fcn.state.fl.us/fcn/centers/purchase/purchaser\\_start.html](http://fcn.state.fl.us/fcn/centers/purchase/purchaser_start.html). Click on either "SNAPS" or "State Term Contracts" and follow instructions for pricing and ordering information.

## ORION DEPARTMENT REQUISITIONS

Due to receiving and accounts payable ORION screens only reading one line of an item description on department requisitions, persons entering department requisitions should give the best generic description possible in the first 3 - 4 words of the item description. Examples would be "Video Tape, VHS, War and Peace, ISBN #123456" or "Binder, D-Ring, 2", Black, WLJ 368-44B". This type of description will assist both receiving and accounts payable personnel to work directly from on-line screens.

## OFF-CAMPUS DELIVERIES

Purchase orders for items to be delivered off-campus need prior planning before the order can be placed. Employees who desire items to be shipped to any non-FCCJ site are required to inform the appropriate Director of Administrative Services or Tim Bloodworth to ensure receiving/decoding/accounting processes are completed.

## 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 receipt being documented, vendors will not be paid in a timely manner.

## RECEIVING, AN IMPORTANT PART OF THE GAME

Without good receiving, the Jaguars would not be a winning team. The same is true for the FCCJ Team. If an item is ordered on a purchase order, it must have receiving entered into ORION. The entry of this receiving is part of a three-way match system that triggers a check to be printed. Without receipt, the vendor will not be paid. How can you help support the team? If you receive an item that has been purchased on a purchase order directly from a vendor and do not sign an ORION receiving report, contact your receiving staff as soon as possible, so they can enter receipt. Don't drop the ball. Let's all help make FCCJ a winning team. GO JAGS!!!!!!

Assistant Director of Property and Receiving  
632-3359

## DELL COMPUTERS

Now FCCJ students, faculty and staff can buy Dell computers off the Internet. Dell has two programs that you can buy products and services from at Dell's low prices.

### Program #1

The Dell Academic Connection Program is a national program available to faculty, students and staff at all colleges and universities. Approximately once a month special computer bundles are created by Dell and offered to you. Visit the web site at <http://www.dell.com/connection>

Special promotions available for ordering your Dell system on-line, or call 1-888-374-7993 Monday through Friday, 7:00 a.m. to 7:00 p.m. Central time for more information.

### Program II

The State Board of Community College Purchase Program is for Florida members only. Each quarter a steering committee decides on specific computer offerings for institutional and personal purchases. Visit the web site at <http://www.dell.com/premier> (User ID: trpp Password: trpp) or call 1-888-987-3355, Monday through Friday, 7:00 a.m. to 7:00 p.m. Central time for more information.

## MANY HAPPY RETURNS

Although we all do our best to ensure what we order is what we want, there still may be times when the merchandise may need to be sent back to the vendor. Maybe the product was damaged in shipping or the vendor shipped the wrong color. If this happens, please use the following procedures to return the merchandise to the vendor:

- 1) Send a detailed email to the Buyer who issued the purchase order explaining the problem. Please include in this email what is wrong with the item, and specify if you want a replacement or a credit.
- 2) Hold the item in your department until you receive a response from the Buyer.
- 3) The Buyer will call the supplier and negotiate the return and/or credit. In the case of returns, the Buyer will receive return/shipping instructions from the vendor.
- 4) The Buyer will send you an email with a copy to your receiving clerk telling you to write the return number on the package and to bring the

defective item to your receiving office (for MCCS, URC and Deerwood the item will be picked up by the Central Stores delivery person).

5) The Purchase Receipt will be taken out of the ORION system by the receiving clerk. If you had requested a credit, the buyer will do a change order to cancel the Purchase Order. If you requested a replacement, the Receiving Clerk will re-enter receipt when the item is received.

Assistant Director of Property and Receiving  
632-3359