

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

February 2007

FY 2006/07 Purchasing Year-End Deadlines:

Pursuant to College Purchasing APM # 05-0203, the college has established the following FY 2006/07 purchasing year-end deadlines:

Deadline to input and approve
Orion Department Requisitions:*

Requisition Value:

5pm June 1, 2007	\$0-\$2,499 **
5pm May 18, 2007	\$ 2,500- \$24,999 (requires informal quoting)
5pm March 30, 2007	\$25,000- \$149,999 (requires formal bid/RFP)
5pm March 16, 2007	\$150,000+ (requires formal bid/RFP and Board Approval)

* 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 Friday June 1, 2007.

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 \$2,500 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 2007/08 budget.

Inkjet and Laser Jet Toner Cartridge Recycling

Central Stores is the College's designated collection/recycle point for your used inkjet and laser jet toner cartridges. Cartridges should be forwarded in their original packaging via intercampus mail to Central Stores, Attn: Larry England. Used toner drums and ribbons for fax machines 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 Larry England at 632-3181.

Department's Copy of Purchase Orders:

IMPORTANT NOTICE: *EFFECTIVE MARCH 1, 2007* THE PURCHASING DEPARTMENT WILL NO LONGER SEND THE BLUE PURCHASE ORDER COPY TO END USER DEPARTMENTS.

Departments are encouraged to print their own Purchase Order file copies using their networked system printer. As we discussed in the October 2006 Provider, these departmental purchase orders have the account number(s) appearing below each line item to assist in the record-keeping process.

This print function can be accessed through the ORION **Campus Menu** under **Document Inquiry Menu**, option **PT**. Direct Command: **CM DI PT**

Please contact Regina O'Hara at 632-3258 or rohara@fccj.edu if you have any questions.

P-Card Warning Scam Alert:

It seems like daily the Purchasing Department gets calls from College employees concerning request over the internet for information concerning or the confirmation of credit card information. Do not reply to any of these inquires since there is a good chance that these are phishing attempts to obtain this information for illegal activities. If you should receive any such e-mails that appear from Bank of America, forward such emails to abuse@bankofamerica.com.

Free Sample Scam Alert:

There has been some contact of individuals on campus by vendors asking them to try various products from recycled toner cartridges, cleaning products, office supplies, etc. They offer to let you try samples free of charge and offer a gift card or some other item of value just for trying these products. A lot of times, unknowing to the College employee, these telephone sales pitches and offers are tape recorded without the employee's knowledge. A number of such calls have resulted statewide and at our College where later the supplier attempts to use it to try and intimidate the employee into purchasing the product by stating that they have on tape that you have accepted a gift card or some item of value as a bribe and that they will forward said conversation to their supervisors. There have been recent cases in the State of Florida, in which over 100 employees of the State have been investigated by the FDLE using the supplier tape recording which found employees guilty of accepting such gifts or payments in return of purchasing these goods and services at inflated prices. The results of such finding have been the termination of employment of the 100 employees and for six employees the loss of all State of Florida retirement benefits. If you are contacted by such companies, request their offer be put in writing and verbally refuse any gift card or items of value and instruct them to contact the Purchasing Department in regards to any items they would like to be considered by the College.

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 and Purchasing security, please contact Regina O'Hara at 632.3258 or rohara@fccj.edu for the date of the next available class.

Next Scheduled Classes:

Finance:

February 21, 2007 - URC Room 318, 9 a.m. to noon

March 28, 2007 - URC Room 318, 9 a.m. to noon

Purchasing:

February 22, 2007 - URC Room 318, 9 a.m. 4 p.m.

March 29, 2007 - URC Room 318, 9 a.m. 4 p.m.

Employees who are interested must have their budget administrator send an e-mail to Regina O'Hara at rohara@fccj.edu requesting that the employee(s) be enrolled in the class.

After training, each employee is required to take and pass six (6) online exams scoring 100 percent on each before security to the Finance and Purchasing systems is granted. **NOTE: Employees must attend Finance Orion training prior to Purchasing Orion training.**

Save A Tree - Print Two-Sided:

Two sided printing from your desktop is easy using the new Sharp walk-up multi-functional copiers. Follow these simple steps:

1. From the "File" Pull down menu;
Select "<Print>"
2. In the print pop-up screen, under Printer Name;
<Select your designated Sharp copier> (Example: [\\mcs-print02\Sharp_AR-M450_R341](#))
3. Click on "<Properties>"
4. In the Properties pop-up screen, under Document Style;
Select <2-sided (Book)>
5. Click on "<OK>", to close Properties pop-up screen
6. Click on "<OK>", to close Print pop-up screen
7. Pick-up printed documents from copier.

The real trick is once two-sided printing is selected, remembering to repeat the steps to revert back to one-sided printing (Step #4 – Select 1-Sided to reset your default setting).

Shop GRAYBAR For Your Electrical Supplies – Contract Renewed:

On February 1, 2007, the College entered into its second year electrical supplies discounted contract with Graybar via U. S. Communities (a non-profit public co-operative). If you have any questions or want a catalog, contact Emily Perry at extension 3282. You can go to www.graybar.com to search for products online.

Annual Property Inventory and Checked Out Assets

The College began its annual property inventory on January 29, 2007 with a goal of being completed in four weeks. Inventory team members will be (or already have been) visiting all locations searching for barcoded assets. Please assist the inventory teams to complete this annual requirement by knowing the location of all barcoded assets that you are accountable for.

One segment of the annual property inventory is a requirement to update all property check-out forms as these forms are only good for one year. These forms require the signature of the accountable employee and their supervisor. If the asset is checked out to someone other than the accountable employee, their signature is also required. Additionally, it is College policy that laptop computers and tablet PCs will be brought in during the inventory period to be scanned into inventory.

Thank you for your assistance. Inventory questions can be directed to Gary Glisson at X3359.

Property Responsibilities of Accountable Employees

Each College asset meeting the State of Florida definition of property is assigned to an accountable employee. Most full-time and permanent part-time employees have at least one asset assigned to them. Responsibilities of an accountable employee are:

- a) Safeguarding the property against theft.
- b) Reporting lost or stolen Property to Campus Security, as soon as possible, and forwarding a copy of the Security Report and an FCCJ PC1-A Form to Ms. Lina Sapin (the College Property Accountant) at the Martin Center.
- c) Ensuring proper procedures are followed when the Property is surplus.
- d) Locating the Property you are accountable for each year to help the College take its required annual physical inventory.
- e) If the Property is taken home or sent out for repair, ensure that it is documented on a check-out form in accordance with established College property procedures.
- f) If a change in Property location occurs, ensure the move is documented on a PC2 form in accordance with College's property procedures.
- g) If the barcode label is removed or damaged, contact your Campus Property Specialist as soon as possible so that a new label can be issued and attached.
- h) Upon retirement or termination of employment, ensure that all the College Property you are accountable for has been inventoried, returned, and assigned to a new Accountable Employee.
- i) The College's property procedures can be located at <http://fccitechweb.fccj.org/property/>

College staff can verify assets assigned to them as the accountable employee by opening their web browser to <http://fccitechweb.fccj.org/property/default.asp>. PC forms can also be printed at this site. If you have any questions feel free to call Gary Glisson, 904-632-3359 or email gglisson@fccj.edu.