

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER
March 2008

FY 2007/08 Purchasing Year-End Deadlines:

Pursuant to College Purchasing APM # 05-0203, the College has established the following FY 2007/08 purchasing year-end deadlines:

Deadline to input and approve
Orion Department Requisitions:*

Requisition Value:

| | |
|--------------------|---|
| 5pm May 30, 2008 | \$0-\$3,499 ** |
| 5pm May 16, 2008 | \$ 3,500- \$49,999 (requires informal quoting) |
| 5pm March 28, 2008 | \$50,000- \$149,999 (requires formal bid/RFP) |
| 5pm March 14, 2008 | \$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, May 30, 2008.

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 2008/09 budget.

New Quote/Bid Limits:

Consistent with State Board and College Board Rules revisions the College's Cabinet, on February 26, 2008, approved revisions to Purchasing APM's as follows:

| APM # | Title | | Limit Range | |
|---------|---|--------------------------|--------------------|---------------------|
| | | | From: | To: |
| 05-0501 | Dollar Limits for Informal Bidding | 2 Quotes | \$2,500 - \$4,999 | \$3,500 - \$9,999 |
| | | 3 Quotes | \$5,000 - \$24,999 | \$10,000 - \$49,999 |
| | | Sealed Bid/ Proposals | \$25,000 + | \$50,000+ |
| 04-0807 | Disbursement Request (DR) Procedures | DR's | Less than \$1,500 | Less than \$3,500 |

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/Purchasing system security, please contact Regina O'Hara at 904.632.3258 or rohara@fccj.edu to sign up for the next available class.

Finance:

March 19, 2008, URC Room 318, 9 a.m. to noon

April 23, 2008, URC Room 318, 9 a.m. to noon

Purchasing:

March 20, 2008, URC Room 318, 9 a.m. to 4 p.m.

April 24, 2008, URC Room 318, 9 a.m. to 4 p.m.

SCAM ALERT:

The College recently has been called by a company that claims to be our copier company's customer service department. They try to trick the College employee to say they want a shipment of toner at the current lower cost. Reportedly, they tape record your conversation without your knowledge or agreement and then modify the recording.

The scam is the College does not pay for toner from Bennett's Business Systems.

If you are called by some stating they are our copier company, ask them:

1. "What company are they with?"
2. "What phone number can you call them back on?"

It is believed they will then hang up.

OFFICE DEPOT UPDATE:

Want to *SPEED UP* your office supply requisitions? Here's how:

1. Obtain contract pricing *online not list price from desk catalog
2. Confirm part number
3. Make sure your department requisition total price adds up to at least \$200

* [www.https://bsd.officedepot.com](https://bsd.officedepot.com) (price significantly lower)

Furniture Shoppers: Contract pricing *online is also available for furniture.

Contact: Dennis Blank at x3301 or dblank@fccj.edu to learn about other OD furniture specials.

Contact Emily Perry at x3282 or eperry@fccj.edu if you have any other questions.

P-Card Updates:

- Effective immediately you can now use your P-Card to purchase Laser and toner cartridges. These items are no longer considered by the College as hazardous materials.
- As of December 1, 2007 you can no longer use your P-Cards for rental cars. If rental cars are required please contact your campus business office and obtain a college Avis or Enterprise credit card. An approved line of duty form must accompany your request to obtain one of these cards.
- As of December 1, 2007 all P-Card holders must obtain the signature of their Supervising Budget Administrator on the end of the month cycle P-Card Reconciliation Report.
- Any food purchases made with the P-Card must list the College, function, number of participants, and date in the description in the ORION P-Card department requisition.
- **Vendor Profiling (i.e. “Cookies”):**
When using the PCard, employees need to be fully aware of how some suppliers are maintaining a computer profile on your previous transaction with them. Employees need to be careful as follows to avoid having a personal purchase charged by the supplier to your P-Card as follows:
 - i. Using your P-Card on-line:
Suppliers such as Amazon.com memorize your P-Card # of your prior transactions and if you ever go to that website to make a personal purchase the website is highly likely to charge your P-Card and not your personal credit card and as such we need every P-Card holder to:
 - a. “NOT” use express check out functionality contained in supplier’s websites as it will probably charge your P-Card.
 - b. Ensure that you have entered your P-Card number/personal credit card number on every web order you place.
 - c. If the web site does not require you to enter your P-Card number/ credit card number DO NOT submit the order online. In this case you would have to phone your order into the supplier, go to their store or use a different supplier.

ii. Using your P-Card at Hotels:

Hotel chains such as Hilton memorize your P-Card # of your prior transactions and if you ever go to any of their national hotels to make a personal stay at their hotel (where you or your budget administrator previously stayed at one of their national hotels on college business paid by a P-Card the hotel is highly likely to charge your P-Card for your/their stay and not your personal credit card and as such we need every P-Card holder to:

- a. If you are traveling on college business or your supervising budget administrator is traveling on College business (paid by the P-Card) we need you to make them also aware of these procedures
- b. If they or you ever stayed at their hotel chain before (whether the stay is for business or personal you) they need at check in at the hotel to hand the check in clerk the appropriate credit card / P-Card to charge the room stay to.
- c. Always make the clerk read back to you the card # they are going to charge the stay to so as to not have their Hotel's profile/cookie charge your P-Card for your/their personal stay.
- d. We recommend you would never do express check out and always ask the clerk for a copy of your/their stay receipt, and;
- e. While still in front of the check out clerk compare the receipt reference to the credit card number/ P-Card number charged to ensure they charged the correct credit card number/ P-Card number. Please be aware, the college will consider a hotel placing a personal stay on your P-Card as a personal purchase and as such a violation of College P-Card procedures.

P-Cards are not to be used for the purchase of gift cards for any reason or by use of a DR or PO no matter what the source of funds.