

# THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER  
March 2009

## **FY 2008/09 Purchasing Year-End Deadlines:**

Pursuant to College Purchasing APM # 05-0203, the College has established the following FY 2008/09 purchasing year-end deadlines:

<u>Deadline to input and approve Orion Department Requisitions:*</u>	<u>Requisition Value:</u>
5pm May 29, 2009	\$0-\$3,499 **
5pm May 15, 2009	\$ 3,500- \$49,999 (requires informal quoting)
5pm March 27, 2009	\$50,000- \$149,999 (requires formal bid/RFP)
5pm March 13, 2009	\$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 29, 2009.

Please be aware requests can be made to your campus DAS to consider re-opening your Orion security to input safety to life department requisitions.

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 14<sup>th</sup> statement will need to be paid from your FY 2009/2010 budget.

## **Welcome New Associate Director of Purchasing:**

Please join the purchasing staff in welcoming Mr. Anthony (Tony) Carter who joined the College's Purchasing Department on November 21, 2008 to help manage construction procurement. Tony comes to the College with over 18 years of Construction Management experience in educational facilities maintenance and construction, service station construction, and restaurant development. Tony is married and has two daughters; the oldest just signed to play softball for FCCJ in the fall 2009. His hobbies include coaching girls fast pitch softball and golfing. Tony can be reached at extension 3086 or email [ancarter@fccj.edu](mailto:ancarter@fccj.edu).

## **Finance/Purchasing Orion Training:**

If you are a new employee and interested in attending the next ORION Finance and Purchasing Training session to receive access to the ORION Finance/Purchasing system, please contact Regina O'Hara at extension 3258 or [rohara@fccj.edu](mailto:rohara@fccj.edu) to sign up for the next available class.

### **Finance:**

March 25, 2009, 9 a.m. to noon, Room TBD

April 22, 2009, 9 a.m. to noon, Room TBD

May 27, 2009, 9 a.m. to noon, Room TBD

### **Purchasing:**

March 26, 2009, 9 a.m. to 4 p.m., Room TBD

April 23, 2009, 9 a.m. to 4 p.m., Room TBD

May 28, 2009, 9 a.m. to 4 p.m., Room TBD

## **Federal Express**

The College is now using a cost-effective Federal Express contract for its overnight and second day air shipping needs. Each Campus and Center should now have their own pre-printed airbills. Employees can get the pre-printed air bills and supplies from their campus mail room. At the centers, pre-printed air bills and supplies are available from the administrator's office.

A Federal Express drop box has been placed outside of MCCA (that MCCA, ATC, URC, and Downtown Campus can utilize). Utilizing this drop box can help the College save money on pick-up fees. Federal Express picks up at MCCA at 5:00 p.m. daily.

If you have to call Federal Express to schedule a pick-up, please call 1-800-463-3339 and **do not** use the automated pick-up feature. You must stay on the line until a representative comes on the phone. You will need to verbally give the representative the address, building and room number where your package needs to be picked-up from. Unless you advise Federal Express of the building and room number for the pick-up, Federal Express will have problems knowing where on campus/center your package needs to be picked-up from.

Please call Debbie Smith at 632-3297 or email [dsmith@fccj.edu](mailto:dsmith@fccj.edu) if you have any questions.

## **Requirements for Department Requisition Line Item Descriptions:**

### Entering Line Item Descriptions – for Department Requisitions

Line item description should be entered as 1) the name of the item ordered and then the adjective describing it in detail; 2) the part number; and 3) quote number(s).

### Why is this important?

The first two lines for the item description of the purchase order is what the receiving department sees on their screen(s) to receive.

### So rather than:

Quote Q09999.125.2  
Item DDX-4400H-7.1-KZ  
(3<sup>rd</sup> line not seen)

### Wouldn't it be better to write?

Sony Digital media player, 4GB SD card and accessory kit, Item # DDX-4400H-7.1-KZ

Your assistance is greatly appreciated.