

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

October 2009

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 3358 or rohara@fccj.edu to sign up for the next available class.

Finance:

October 13, 2009, 9 a.m. to noon, Room 218

November 18, 2009 9 a.m. to noon, Room 218

December 16, 2009, 9 a.m. to noon, Room 218

Purchasing:

October 15, 2009, 9 a.m. to 4 p.m., Room 218

November 19, 2009, 9 a.m. to 4 p.m., Room 218

December 17, 2009, 9 a.m. to 4 p.m., Room 218

Helpful Reminders:

To speed up the process of Disbursement Requests and Department Requisitions, end users should:

- Make a personal copy of all backup and forward the backup to your Budget Manager for approval and then to the Campus Business Office on all Disbursement Requests.
- E-mail or fax (extension 3087) all quotes and backup information on all department requisitions to the purchasing department.
- Input a department requisition on line using the type "HZ" when purchasing any hazardous item(s). Ensure you list the MSDS# of the item, quantity on hand, quantity used the past six months, and quantity projected to be used the next six months. Hazardous item(s) cannot be purchased with a P-Card, Petty Cash, or be reimbursed with a disbursement request.

"Warning, Warning, Warning, All P-Card Holders":

With flu season upon us, everyone is doing their best not to contaminate others and transmit the virus. One of the methods is to use hand sanitizer. Many departments at all the campus locations are using their P-Cards to purchase these hand sanitizers **These hand sanitizers are made up of up to 60% alcohol making them flammable and are considered hazardous material. Because they are hazardous, the purchase of the hand sanitizers are a violation of P-Card procedures that prohibit the use of the P-Card to purchase hazardous materials. Do not use your P-Card to make these purchases.** If you have a requirement for hand sanitizers you must put it on a hazardous requisition and purchasing will make the purchase. If you have any questions, please contact John McCarthy.

Purchasing/ P-Card News:

Now that the College has officially changed its name, the Purchasing Department is working with Bank of America to issue new more distinctive College P-Cards that should eliminate the accidental use of the P-Card in making personal purchases. The College has received the proof for the new card for our approval and when fully approved, the bank will go into new P-Card production. It is the College's intent to reissue all new P-Cards to current P-Card holders by November 1, 2009.

The State Auditor General office has been auditing the College's P-Card program for the last few months. A point of emphasis has been their definition of splitting of P-Card purchases in order to circumvent the maximum single purchase limits of less than \$2,500 as set by Florida Statutes, Board Rules, College APM's, and P-Card procedures. Below is a matrix for your guidance in making purchases with your P-Card or by use of a College Disbursement Request.

The State Auditor General Office has made the College aware that pursuant to Florida Statute, Board Rule/APM, employees are to not split a larger/anticipated purchase into smaller or distributed purchases. The intent of this article is to provide a written clarification of seven type transactions that auditors have interpreted as "splitting" as defined in the table below.

Example #	Description of a Purchase Type (D.R. = Disbursement Request)	Would these purchases be considered "splitting" by an Auditor?		
		P-Card if Total \$ > \$2,499.99	DR if Total \$ > \$3,499.99	Reason Code:
1	An <u>Employee</u> makes multiple purchase transaction(s) from the <u>same vendor</u> on the same day.	Yes	Yes	A
2	An <u>Employee</u> makes multiple purchase transaction(s) from a vendor on the same day that has won a state / college contract.	Yes	Yes	A, B
3	An <u>Employee</u> over a 30 day period makes <u>multiple purchases</u> from a vendor.	Yes	Yes	A, C
4	An <u>Employee</u> and another <u>employee(s)</u> (in their area) both make purchase(s) from the same vendor over a 3 day period	Yes	Yes	A, D, E
5	An <u>Employee</u> and other <u>employees</u> (in their area) both make purchases of the same exact item from one or more vendors over a short period of time.	Yes	Yes	A, E, F
6	An <u>Employee</u> <u>reasonably knows throughout the year</u> their total purchases of the same item(s) from a vendor(s) will exceed the P-Card \$2,499.99 and DR \$3,500 limit	Yes	Yes	A, E, G
7	An <u>Employee</u> purchases from a vendor items to be shipped to multiple campuses/centers where collectively all shipments total cost (P-Card > \$2,499.99) (DR > \$3,500)	Yes	Yes	A, H
8	An <u>Employee</u> makes multiple unpredictable/varied smaller purchases from the same vendor of different items/services over a two month period (i.e. office supplies where each order would be for different varied items & purchases are not repetitive in nature.	No, if purchase transactions over a 30 day period are < \$2,499.99	No, if purchase transactions over a 30 day period are < \$3,500	I

Code #	Reason Code Table Explanation
A	Board Rule defines (with a P-Card) the maximum non travel purchase (with a P-Card) as \$2,499.99 (or DR) as \$3,499.99 breaking a purchase into multiple transactions to be below these limits is prohibited. A PO is to be issued if purchase is > \$3,499.99.
B	Use of a vendor who has won a contract with the state or college <u>does not exempt</u> the requirements noted in A above.
C	If your total anticipated purchases from a vendor over a 30 day periods is anticipated to exceed \$2,499.99 (P-Card) and \$3,499.99 (DR) enter an online ORION department requisition so PO can be issued (quotes obtained if necessary)
D	Having <u>multiple employees</u> in an area process purchase transactions from the <u>same vendor</u> over a 30 day period where the total dollars spent of both employees exceeds the \$2,499.99 (P-Card) and \$3,499.99 (DR) limit is prohibited.
E	Enter an online ORION department requisition so a PO can be issued/quotes obtained, if necessary.
F	<u>Example:</u> Purchasing two I Pod Touches from 10 different suppliers in a 30 day period by one or more employees in an area is prohibited if the total cost of all these purchases exceeds \$2,499.99 (P-Card) and \$3,499.99 (DR)
G	<u>Example:</u> A department plans to make every "x" weeks a purchase of the same item(s)/ services where the cumulative value of those purchases will exceed \$2,499.99 (P-Card) and \$3,499.99 (DR). Enter an ORION Blanket Purchase Order, department requisition so a Blanket PO can be issued/quotes obtained if necessary)
H	Shipping your order to multiple campuses will not be considered a separate purchase.
I	The College P-Card is issued upon request to employees who have completed training to help manage their " <u>smaller</u> " dollar purchases but not intended to be a person or departments sole method to accomplish purchases. Example #8 is typical use of a P-Card/DR for unpredictable/varied purchases from a vendor of different varied items/services where the total dollars to be spent over 30 day period are < \$2,499.99 (P-Card) and \$3,499.99 (DR) and are not anticipated to be needed month to month. If ongoing purchases are reasonability anticipated enter an ORION department requisition

Canon Copier:

The College copier process team has negotiated an amendment to our current copier contract with Bennett's Business Systems. The new four-year lease will allow the College to replace all in place Sharp walk-up copiers and duplicating center copiers with new Canon Copiers. All the new Canon Copiers will have the same features as the Sharp copiers; some of the new machines may have additional features. The copiers will start being replaced around the first part of October. Training will be provided either by Bennett's employee or a trained College employee.

Dell – Personal Purchases (Staff and Students):

Florida State College at Jacksonville staff and students are allowed to purchase the Dell's complete line of systems with up to 10% off updated as follows:

Go to <http://dellounge.com/delluniversity/>

1. Use the drop down menu on lower left
2. Select the state
3. Select the city
4. Select the school's name
5. Follow instructions on the page

For assistance in making a purchase, please call a Dell educational sales representative at 1-888-973-3355.

Embroidered Logo Shirts:

Shopping for Florida State College at Jacksonville embroidered shirts made easier for College employees. You can now shop on line at www.companycasuals.com/fscj if you want to either make college purchases or individual purchases (i.e. shirts, uniforms, etc.). Payment will be made through PayPal using your P-Card, debit, credit card, or electronic check.

You will receive an automatic order confirmation and delivery will be made to the department or college employee at their campus. Please contact Emily Perry at eperry@fscj.edu or call 632-3282 if you have any questions.

Future Local Shopping Opportunity:

The College has solicited competitive proposals from local duplicating/mail process centers in town. Departments will soon be able to purchase various services, i.e., book binding, lamination, shrink-wrapping, typesetting, banners, poster enlargements, and so much more with a P-Card, disbursement request, or purchase order at discounted contract pricing. Stay tuned – detailed forthcoming!

Printing Within the College:

The Logo design for Florida State College at Jacksonville has been approved by the marketing department for the following printing projects:

Business Cards – this link <https://www.nationsprint.com/clients/fscj/> will allow you to order business cards online. The website is slightly different than the previous one. Instead of using the user ID and password as outlined in the prior instructions, you will now, when first entering the website, click on “I am a new user”. You will create you own personal user ID and password. The next time you enter the website, you would then use your newly created personal user ID and password. Follow the instruction as outlined in the website. Please make sure you review the proof before sending the job to the printer. Each person should strive to use all their old cards before ordering new ones.

Name Tags – this link <http://www.holmesstamp.com/Category.aspx?CategoryID=100> will allow you to order name tags online. This website is also slightly different than before. When you first go to the website, type “Florida State College at Jacksonville in the search box. Two samples of name tags will appear. Click on the one you want to order and follow the website instructions. You may have to register as a new user to complete your transactions. Please review before approving and sending it to the printer.

Letterhead/Envelopes/Note Cards – Employees will be able to order these items through Central Stores once the College has depleted the stock of “FCCJ” letterhead/envelopes/note cards. Four color letterhead. Envelopes, and note cards for Campus Presidents, Deans, etc, can be ordered by inputting an ORION department requisition online. Each department should strive to use all their current FCCJ stock before ordering new letterhead, envelopes, etc.

All printing projects requiring the use of the College’s logo should be reviewed and approved through the marketing department.