

THE PROVIDER

THE FCCJ PURCHASING AND CENTRAL STORES NEWSLETTER

February 2002

The Provider

During the recent ORION 6.2 training class and CStores Web Ordering training class, a question was asked to the 160+ employees, how would you prefer to receive your copy of the Provider Newsletter, by interoffice mail or by email? Sixty percent preferred to have The Provider emailed to them and forty percent of the employees responded to ask that it be sent to them both ways. If you would like to receive a hard copy of this Provider, please email dsmith@fccj.org to receive, by interoffice mail, issues of The Provider beyond copies of it being sent to all users by email.

Year End Deadlines

Before you know it, it will be time for fiscal year end. Again, this fiscal year, the College has established year-end deadlines to input and approve Orion department requisitions. This schedule is as follows:

- A. March 1, 2002 for purchases greater than \$150,000.
- B. April 19, 2002 for purchases greater than \$ 25,000.
- C. May 3, 2002 for purchases greater than \$ 2,500.
- D. May 30, 2002 for all purchases (until 5:00 p.m., at which time ORION security to input department requisitions will be taken down until next fiscal year.)

Note: Employees who use a procurement card (PCard) are not affected by these dates and can continue to procure needed items/services that cost less than \$1,500 up until June 14, 2002.

The District Board of Trustees on February 5, 2002 reviewed and approved a recommendation, based on a successful pilot, to increase the PCard purchase limit from \$1,500 to \$2,500, which individual budget administrators can opt to adopt or not.

If you would like to be considered to carry a PCard, please contact your director of administrative services or Gary Glisson (gglisson@fccj.org) extension 3301.

ORION 6.2 Training

The purchasing department would like to thank everyone that took the time to attend one of the 12 ORION Release 6.2 and Central Stores Web Ordering training sessions held in November and December. We hope you enjoyed it and found it to be helpful. If you missed these sessions, please email egoolsby@fccj.org and we can interoffice mail you a copy of the handouts.

If you are a new employee and interested in attending the next ORION Purchasing Training session, please contact Ms. Regina O'Hara at extension 3258 or email her at rohara@fccj.org for the date of the next available class.

Annual Property Inventory

The College began its annual property inventory on February 1, 2002. Representatives from each campus will be coming through your area to scan all barcoded property. It is requested that you visit the property web site at: <http://fccjtechweb.fccj.org/property/default.asp> to obtain a list of assets that are currently in your accountability (see instructions below). Please locate all the assets that are in your accountability and have them ready to be scanned. FCCJ has established a goal to complete the inventory in one month by March 1, 2002 and will need everyone's help to make it happen.

Click **“View Assets by Owner, Asset #, Serial #, or Location”**

Enter your last name in the “Owner Name” field and click the submit button.

Click on your name to display the list. To obtain more detail about the asset, you can click on the asset number.

Please note that most screens have “help” links located at the bottom of each page.

If you have questions or problems, please contact Tim Bloodworth at 632-3359.

Shipping Personal Packages to the College

Please be aware of the College policy to not ship personally purchased items to FCCJ. FCCJ will not be responsible for lost or stolen personal items that you have shipped to College receiving. If you ship your personal package to the College and it is lost or stolen, there are no provisions for reimbursing you. It is strongly recommended that no personal items be shipped to the College.

Accounting for Non-Barcoded Property Items

Because of recent thefts on campus, all departments should maintain a current inventory record of non-barcoded property items (items with an original cost < \$750). Some examples of items that should be recorded are palm pilots, cell phones, digital cameras, VCR's and televisions. This record should especially include the serial number, manufacturer, model number and item description. If the item is stolen, this information will be needed to help create the police report and help locate the item. Also be aware that when an employee leaves the College that all College property must be returned and inventoried prior to the employee's human resource clearance form being signed.

Problem with Transfer Function on Property Web Site

If you have used the Email function of the property web site to change ownership of an asset over the last few months, please return to the site and ensure that the transfer was completed. We recently discovered that the site is not updating the database although it is displaying a message that the transfer was successful. We have temporarily taken the transfer link off the web site until it is reprogrammed. Please use a PC2 form to transfer ownership or location of barcoded property until the web site is fixed.

AVIS Rent-A-Car

As employees know, the College for the past few years has used the deep discounted State of Florida contract with AVIS for car rental, which for in-state travel does not require us to return the car with a full tank of gas. **Please Note:** If you are renting a car out-of-state we must return the car with a full tank of gas to avoid being invoiced up to \$5.00 per gallon for gasoline. If any questions, please contact Judy Robbins (jrobbins@fccj.org) or extension 3264.

Pagers

The College appreciates departments' cooperation in completing a survey and attending recently a pager exchange meeting. The College's decision to switch from MetroCall pagers to Verizon pagers is based on numerous College staff confirming they have been missing pages or received garbled messages.

The College will deactivate all MetroCall pagers on February 14, 2002. If you have not exchanged your pager yet, please contact Patty Carter (pcarter@fccj.org) or extension 3303 to schedule a time to meet her to exchange your pager for a Verizon pager.

Central Stores Open House

The Central Stores Staff would like to thank everyone that attended our open house. We hope you enjoyed having the opportunity to see the wide variety of items that we stock, complete a customer service survey, tour our mail facility and see a demonstration of our new central stores web shopping cart.

We are glad to see thus far that many of our customers are placing their Central Stores orders over the web site. If you have not used this new site to place your orders, we would like to invite you to give it a try. You can find the web page by clicking on "what's new" at the bottom of <http://www.fccj.org> and then clicking on "Central Stores Shopping Cart" or you can go directly to the page by entering <http://fccjtechweb.fccj.org/cstores/category.asp> in the address field of your web browser. Please note that unless your budget manager completes a blanket approval authorization form for you to place orders against the budget to be billed, you will need to print the order, have the budget manager sign it and fax it Central Stores prior to your order being processed. If you need a blanket authorization form, please contact Anita Wiseman at 632-3226.

If you have questions about our shopping cart or any services that Central Stores provides, please contact Ron Attaway at 632-3229 or Tim Bloodworth at 632-3359.