

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY
NEWSLETTER

February 2005

FY 2004/05 Purchasing Deadlines:

Pursuant to College Purchasing APM # 05-0203, the college has established the following FY 2004/05 purchasing year end deadlines:

<u>Deadline to input and approve Orion Department Requisitions:*</u>	<u>Requisition Value:</u>
5pm June 3, 2005	\$0-\$2,499 **
5pm May 13, 2005	\$ 2,500- \$24,999 (requires informal quoting)
5pm April 1, 2005	\$25,000- \$149,999 (requires formal bid/RFP)
5pm March 11, 2005	\$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 3, 2005.

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 \$2500 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 2005/06 budget.

UPCOMING FINANCE/PURCHASING ORION TRAINING

The next Finance/Purchasing Orion training will be held on the following dates:

Finance

March 23, 2005	9AM until 12:00 noon
April 20, 2005	9AM until 12:00 noon
May 18, 2005	9AM until 12:00 noon

Purchasing

March 24, 2005	9AM until 4PM
April 21, 2005	9AM until 4PM
May 19, 2005	9AM until 4PM

All training will be held at the Urban Resource Center in Room 318.

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, as well as complete the Request for New Employee Account form by going to the IT web site (<https://secure2.fccj.edu/lsc/newaccount.html>) to obtain a user ID and Orion password.

After training, each employee is required to take and pass six (6) exams scoring 100 percent on each before security to the Finance system is granted.

NOTE:

Finance Orion training must be attended prior to Purchasing Orion training.

THE LATEST ABOUT OFFICEMAX

The merger between OfficeMax and Boise is now official. Please go to www.officemax.solutions.com to shop on line, browse catalog or obtain contract pricing.

The “browse only” Pin/User Name is: FICommunityColleg; Password: opie1234. (Note: your department pin/password has not changed).

Reminder: P-Card users may shop at any local retail OfficeMax store. However, to ensure you receive contract pricing you must present a Business Retail Card during check out along with a tax exempt card. Note: The *retail* catalog (to browse only) is available on-line at www.officeMax.com.

If you need a retail card/tax card or have any questions, contact Emily Perry at eperry@fccj.edu , ext. 3282.

The College’s new sales rep:

David Goedtke

OfficeMax

Phone: 800-726-4736 ext. 3009

Fax: 904-538-4900

Note: Please select the Jacksonville location, sequence #1, when creating your Orion requisitions.

You may pick up a 2005 OfficeMax catalog at your campus business office. **Contract pricing must be retrieved on-line.**