

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

February 2006

FY 2005/06 Purchasing Deadlines:

Pursuant to College Purchasing APM # 05-0203, the college has established the following FY 2005/06 purchasing year end deadlines:

<u>Deadline to input and approve Orion Department Requisitions:*</u>	<u>Requisition Value:</u>
5pm June 1, 2006	\$0-\$2,499 **
5pm May 19, 2006	\$ 2,500- \$24,999 (requires informal quoting)
5pm March 31, 2006	\$25,000- \$149,999 (requires formal bid/RFP)
5pm March 15, 2006	\$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 1, 2006.

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 2006/07 budget.

DHL Shipments:

All DHL shipments will automatically be insured for \$100. If the value of your package exceeds \$100, you have the option to purchase additional insurance. On your pre-printed air bill, there is a Shipment Valuation section. If you check the box for shipment value protection and put the dollar value of the shipment, DHL will calculate the rate for insurance and bill the College at a rate of \$.70 per \$100.

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 security, please contact Regina O'Hara at 904.632.3258 or rohara@fccj.edu for the date of the next available class.

Next Scheduled Classes:

Finance:

February 15, 2006, URC Room 215, 9 a.m. to noon

March 15, 2006, URC Room 215, 9 a.m. to noon

Purchasing:

February 21, 2006, URC Room 215, 9 a.m. 4 p.m.

March 16, 2006, URC Room 215, 9 a.m. to 4 p.m.

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.

Purchasing's Web Site:

Purchasing has just completed an update of their Web Site. Employees can obtain valuable information by visiting <http://fccj.edu/campuses/mccs/purchasing/index.html> (it is suggested you bookmark this as a favorite). For instance, under Forms and Standard Contracts there is an End-User Form section, which will link you to our new business card vendor, Printing Edge, Web Site to order your business cards online. You will also be able to print off the Aerotek Contingent Worker Task Order Form, Business Card Order Form, and the Sole Source Request Form. As you travel through our Web Site, you will also be able to find out information about ORION training, bid schedules, buyer's tools, construction, disadvantaged businesses, and frequently asked questions. In addition, there is P-Card information and rules, purchasing APM's & Board Rules and Procedures, purchasing staff and their commodities, past "Provider" articles, vendor application and a new vendor mall of discounted contracts available.

INSTRUCTIONS FOR ORDERING BUSINESS CARDS ON-LINE

- 1) To order business cards on-line employees can go to the purchasing website <http://www.fccj.edu/campuses/mccs/purchasing/contractsforms.html> or to www.eprintingedge.com (Viewing center) to access the website.
- 2) The page will ask for a user ID and password. The user ID is **fccj** and the password is **user**.
- 3) The next page that has the FCCJ logo, on the left hand side of this page click on "Create Order".
- 4) The next page is where you will put the business card information.
 - a) Select the number of boxes you want. (1 box of 250 = \$18.00 each; 1 box of 500 = \$24.00 each; 4 or more boxes of 250 = \$14.00 each box; 4 or more boxes of 500 = \$20.00 each box).
 - b) Fill in the name of the person(s) you are ordering the cards for.
 - c) Title and Department are optional. You will have a maximum of three lines for this field.
 - d) Fill in the address, city, state and zip.
 - e) E-mail addresses are optional.
 - f) Fill in the person's phone number, fax number, etc. NOTE: YOU MUST TYPE THE WORD PHONE, FAX, ETC. BEFORE EACH OF THE DESIRED NUMBERS. EXAMPLE: Phone 904.632.3303; Fax 904.632.3087
 - g) Campus location will appear on your business card just before the address. This field is optional.

NOTE: If ordering one to three boxes of different business cards, you must treat each order as if you were ordering one box of cards. If ordering four or more boxes a new page will pop up for each new entry.

 - h) Review and click on the next button at the end of the page.
- 5) This is the proof page; CAREFULLY read the information in the card area to assure the information is correct as this will be what is printed on the business card. This will be your only opportunity to proof the card information before submitting your order. Print this page for your records. Your business card(s) will print using the exact FCCJ specifications for the font, logo placement and color combinations.
- 6) Click on the next button at the bottom of the page to continue or the back button if you need to make corrections.
- 7) The next page will be your billing page. Fill in your name, phone number and billing address.
- 8) Click on the next button to continue.
- 9) This page will ask which method of payment you are using, either a disbursement request (DR) or a PCard.
 - a) **If you are paying by Disbursement Request:**

Choose "Payment by disbursement request" and then click on the complete order button. This will take you to a screen that thanks you for your business and an invoice will be included with your box of cards.
 - b) **If you are paying using your PCard:**

Choose Payment by credit card, and then click on the "PayPal Buy Now" button.

Follow the screen instructions to use your PCard. Once you have completed this page a receipt will be emailed to your email address.

Call or e-mail Patty Carter at 632-3303 or e-mail at pcarter@fccj.edu with any questions or concerns.

VENDOR INFORMATION:

Company Names: Printing Edge
Contact: Ruth Murr or any Associate
Phone: (904) 399-3343
Fax: (904) 399-3103