

Purchasing Card Program

The VISA Purchasing Card Program is administered by the Procurement Office and has become a valuable tool for the purchasing process.

Key purchasing personnel in each department may apply for the Purchasing Card to assist in the process of acquiring supplies and services for the department. The department secretary or administrative assistant are usually the personnel who do the purchasing and would need this card. The state requires the person be employed past their six month probationary period and attend the training session presented by the Purchasing Card Administrator. The department chair or the person who supervises these personnel will be required to attend this training also. These sessions are routinely offered twice a year in early spring and early fall.

A VISA credit card is issued in the individual's name and a monthly report is submitted to the Procurement Office to reconcile the credit card statement for the campus. Strict policy applies to the use of the credit card and a separate Purchasing Card Manual is distributed to employees in the training session.

You can read more about this program on the Department of Administrative Services web site at: <http://doas.georgia.gov> .

Please contact Cookie at 737-1766 for any questions relating to the Purchasing Card program.

Postage

Although the postage is managed by the Mail Room, the Procurement Office has the task of reconciling the month and year end reports. All receipts and daily printouts are forwarded to the Procurement Office and reconciled at month end.

Mail Code numbers are assigned by the Procurement Office. Call Barbara at 1765 with your complete Peoplesoft Chartfield and a mail code number for the account will be assigned. If you are using a grant, please be sure your grant will allow for postage.

ALL OUTGOING MAIL MUST HAVE A MAIL CODE AND RETURN ADDRESS.

You can find your postage charges in your budget usually by the 15th of the month.

For assistance with postage or postage questions, please call the mail room at 737-1479.

Office Depot – Supply Purchases

REMEMBER, copy paper is stocked in the Central Office Supply and you are required to buy your copy paper from that stock. Contact Elizabeth at 1478.

Office Depot is your first contact for office supplies. This is especially convenient for those who have the Purchasing Card. Once you have received the Purchasing Card, the Procurement Office will set up an Office Depot account using your credit card and you may order on line. Next-day, desk-top delivery is part of the agreement we have with Office Depot. The cardholder is required to resolve all issues pertaining to incorrect shipment, short/over shipment, or damaged goods, etc.

You will be given the Office Depot ordering information when you have the Purchasing Card training.

Telecommunications

Telephones and telephone equipment are a service provided by the Georgia Technology Authority (GTA) for Augusta State. All telephone sets, answering machine, lines, etc. are a service of GTA. Augusta State purchases the sets and equipment from GTA and it belongs to Augusta State once it is installed.

GTA will repair equipment when possible and we will be charged for time and materials. If the equipment cannot be repaired, GTA will replace the unit with like equipment.

To request service or a repair, please call GTA at 737-1849. Please check with the person who manages your budget before placing a service call. The minimum call will cost \$32.50 for the service call plus time and material and if the work is minimal, that cost is no less than \$50.00. If a set is replaced the call will be more.

To request an add, change or new service, please send a memo to the Procurement Office detailing your request with line number affected, room number(s), building name, name of the owner of the line (s), date the new services or equipment is needed, etc. If any questions arise from the memo, someone will be in touch for clarification. Often a site visit is needed to make clear the needs of the office.

If your request is for a major move, times will be longer for the service and you should contact this office in the planning stages for the move.

Please remember that not all jacks in the wall plates are the same. Most have data and telecom and they do not work the same. Please do not move a set from one location to another. Your line is in one jack only and cannot be moved without a work order.

A routine request usually takes just a few days after the work order is submitted to GTA. A new service (line(s)) takes a minimum of 5 working days for Bell South to do their part.

The phone bill is available to the department chair or administrative assistant via the web through GTA by password. The address is <http://ebill.gagta.com/>. Please contact the Procurement Office at 1766 for the department account access. These bills are usually posted to the department's budgets around the 15th of the month.

Please contact Cookie at 1766 for any of your phone questions.