



The Florida State University
Purchasing Services
How to Purchase

Commodity: Food/Grocery Store Items	Contract #: Non-Contract		
Vendor: PUBLIX – Ocala Corners location ONLY	Effective Date: N/A - Ongoing		
OMNI Vendor ID#: 0000001641 Select Location #18 (home office)	DMBE Certified: A		
Address: Note: Orders are directed to home office in Lakeland, FL – Select Vendor Location #18 when Entering requisitions. SHOP AT THE OCALA CORNERS LOCATION ONLY – NO OTHER STORE!	Payment Terms: Net 30 Days		
Contact:	Purchasing Card Can Be Used – Yes, IF card is open for Food purchases.		
Phone: 850-575-3929	Fax: 863-284-3352		
E-Mail:	Website:		
Purchasing Specialist: Joyce Cordell jcordell@admin.fsu.edu 850-644-9730	Procure to Pay Team: Purchasing: Joyce Cordell (jcordell@admin.fsu.edu) Accounts Payable: 644-5021		
Information: Blanket orders can be processed for food/grocery store items. When shopping department's authorized shopper is required to take a copy of the PO with them & give to cashier when checking out – do let cashier know that you are from FSU & have a PO – they will contact the customer service desk & have taxes removed, verify the PO, etc. You will be given a copy of the receipt which you should turn into your department's budget person. NOTE: ONLY THE OCALA CORNERS LOCATION IS TO BE USED.			
NOTE: BE SURE TO CARRY A COPY OF THE PURCHASE ORDER WHEN SHOPPING!			
Summary Sheet #: 1 of 1	Revision: 3.2	Approved by: kg	Updated: 2013.04.03