STANDARD OPERATING PROCEDURE (SOP) #: 200.01

Subject: Processing Banner Requisitions Using Foundation Budget

Purpose and Scope: Procedure to clarify the process of submitting a Banner Requisition utilizing Foundation Funds. Foundation Office Policy: Only individuals in the Foundation office will have security to Foundation INDEX/FUND/ORGN.

Procedures:

BEFORE the Requestor begins keying in the Banner Requisition:
1. The Requestor will send an email to E. Jan Butts (foundation@uwf.edu) in the Foundation Office, requesting the authorization to use Foundation funds and the dollar amount required for the purchase.
2. The Foundation Office will reply to the Requestor email with an “Approved” or “Disapproved” statement and the Index, Fund, and Orgn codes to be used by Procurement Services when the PO is entered.

AFTER the Requestor receives an email response from the Foundation Office approving the request:
1. The Requestor will enter the Requisition in Banner, applying the Requestor’s departmental INDEX/FUND/ORGN numbers.

IMPORTANT NOTE: To ensure that the Procurement Services Buyer is aware Foundation funds are to be used with this Requisition, the Requestor will type a short statement in the Requisition’s "Document Text". For example: “Foundation funds to be used for this purchase – Index Code **** - email approval from Foundation obtained and forwarded to Procurement Services on 3/9/06.”

AFTER Banner generates a Requisition Number:
1. The Requestor will forward the Foundation’s email approval identified with the Requisition number in the “Subject Line” to Procurement Services (procurement@uwf.edu). Notify the Requisition Approver (if applicable) to ensure that he/she does not disapprove the Requisition.

IMPORTANT NOTE: When the Requestor forwards the Foundation’s email approval to Procurement Services, the Requestor will need to also copy/cc all of the following individuals:
   a. Valerie Moneyham (vmoneyha@uwf.edu) Office of University Budgets
   b. Jacqueline Pinkard (jpinkard@uwf.edu) Office of University Budgets
   c. Pam Cadem (pcadem@uwf.edu) Office of University Budgets
   d. E. Jan Butts (foundation@uwf.edu) Foundation Office (so they can get the Requisition number)

If the Requestor does not copy/cc the Budgets Office, and the Requestor’s departmental INDEX/FUND/ORGN lacks budget to cover the amount of the Requisition, the Budget Office will disapprove the Requisition.

2. The Requestor will forward a copy of any documentation (i.e. invoice) to the Foundation Office for auditing purposes. Original documentation such as quotes continue to be forwarded to the Procurement Office. Original invoices continue to be forwarded to Financial Services Office.
AFTER Procurement Services receives the Requisition and the Foundation’s approval email forwarded by the Requestor:

1. The Buyer will make the changes to the INDEX/FUND/ORGN on the Banner Purchase Order.