

FAPS Facts... *Working Together for Great Customer Service*
 Financial and Procurement Services
 August 31, 2005

On-Line Banner Requisitions



Sequence does make a difference in Banner. For instance, the correct on-line requisition sequence for multiple line items is to insert each item, including the item description and funding information, then click previous block to add each additional line item. Completing both the description and funding for each item prior to entering the next line item ensures that your requisition will complete properly.

Requisition Approvers can greatly increase the speed of the approval process by checking/approving requisitions on a daily basis. It is also suggested that **Requisitioners** remind (nudge) Approvers to approve the requisition.

Attachments: When faxing or e-mailing attachments to procurement@uwf.edu, please be sure to reference the requisition number. When sending the backup information by email, enter the requisition number in the subject line.

Item Text: The item text describes the goods/services being purchased. After entering the commodity code, click on **option**, choose **item text**, next block, enter item description, save and exit. The item text box will be checked to show the text has been entered.

Document Text: This area contains the building and room number along with any notes to Procurement & Contracts. Upon completion of the FOPAL information, click **options**, choose **Document Text**, next block, type **building number**, press down arrow, type in **room number**. Insert any notes or quote number, save and exit.

Additional Support: Everyone in Procurement & Contracts is trained and ready to help you with the on-line requisitioning process. For immediate help, contact Becky Hale (2629), Cherie Judd (2069), Regina Bell (2632) or Judy Jasmyn (2633).

Travel



The AVIS contract for rental cars has been amended and is in effect until 2009. There has been a change regarding fuel reimbursement on this contract. See link below and please note paragraph 3; which states that Avis Rental is not responsible for reimbursing

fuel purchased for the rental car.
http://fcn.state.fl.us/st_contracts/518020051/HOW%20TO%20USE%20THIS%20CONTRACT.htm.

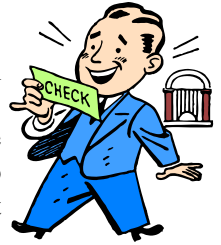
Vehicles are rented full and should be returned full to avoid refueling service charges. Reimbursement for fuel purchased for the rental vehicle will be made via employee's Voucher for Travel Expense Form.

If you have any questions, please contact Linda Armstrong at larmstro@uwf.edu at ext. 3049 or Shelia Griffin at sgriffin@uwf.edu at ext. 3050.

Forms

All General Accounting Forms (Accounts Payable and Travel) are located on the Financial and Procurement website at <http://uwf.edu/financial/welcome.cfm> under Forms, Accounts Payable and/or Travel. Most forms are also available on Argus/Services Tab/Check Stuff You May Want To Do/Accounting Services and Travel.

Accounts Payable

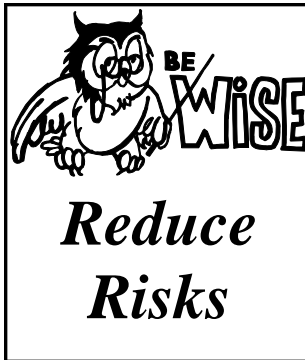


Please use the updated Journal Entry Form and the new Direct Pay Request Forms (reference the Direct Pay Guidelines). We welcome your comments and continue to support Customer Service as our first priority.

University Banner Procedures require that all vendor invoices be sent directly to Accounts Payable in Financial Services located in Building 20E. These invoices will be sent to the departments for a dated and authorized approval signature and must be returned to Accounts Payable for payment. In addition, the department should complete a receiving report or send an email that an item has been received or a service rendered for the completion of payment. If you have questions please contact Sandra Harris at sharris@uwf.edu at ext. 3044.

Risk Services and Insurance Q & A

Contact UWF Business Programs staff for insurance information and costs: Wendy Baudin, Manager; Rich Hinton, Coordinator; or Lucy Perrow, Program Administrator.



What vehicles and situations are covered by the automobile liability coverage provided by State Risk Management? Our coverage pays, on behalf of state agencies, all sums that an agency becomes legally obligated to pay as a result of an automobile accident involving a state-owned vehicle, a vehicle owned by the employee, or a leased or rental

vehicle being operated by an employee, agent or volunteer of the agency while in the course and scope of employment or duties and responsibilities. The University is not liable for injuries and damages caused by an employee operating the vehicle outside the course and scope of his/her employment. Our coverage is liability coverage and only pays the claims submitted by the other party when the state driver is at fault (negligent) in causing an accident. Our coverage does not pay for damage to the vehicle operated by the UWF driver (no comprehensive or collision coverage), theft of items from the vehicle, vandalism to the vehicle, and uninsured motorist coverage. The University or the owner (state employee) of the vehicle must collect for damages to their vehicle. The employee who is injured in an auto accident would be entitled to worker's compensation benefits.

What insurance do I need for an event that involves food from an outside caterer? For planned events that will involve food from an outside caterer or vendor, an insurance certificate with specific requirements (to include Food Products Liability) must be provided by the caterer or vendor before they can provide services to the University. **Prior to the event, please contact UWF Business Programs Office staff for additional information.**