



**FAPS Facts...** *Working Together for Great Customer Service*  
 Financial and Procurement Services  
 May 19, 2005



By  
**Elaine Smith, C.P.M.**  
 Manager  
 Procurement and Contracts



By  
**Sandra Harris**  
 Accounting Coordinator  
 Financial Services

**Multiple Forms Replaced**

To better serve our customers and to simplify requests, the University of West Florida Financial Services Office is authorized to make direct payments for certain expenditures without prior approval by Procurement & Contracts.



Effective immediately, the following forms are being replaced by one Direct Pay Request form. After June 30th the old forms will not be accepted.

- Athletic Contest Officials Form Request for Payment
- Check Request
- Membership Voucher
- President Concession's Request for Payment
- Professional Services Request for Payment
- Reimbursement Form for Expenses Other Than Travel
- Student Activities Check Request Form

The Direct Pay Guidelines and Procedures include allowable expenditures (i.e., memberships and subscriptions for magazines when Visa credit cards are not accepted, all approved concession payment requests, catering and food purchases with auxiliary or sponsored research accounts, entertainment contracts, etc.). The guidelines, procedures and form are available on the Accounts Payable section of the Financial Services Office website

<http://uwf.edu/controllers/DirectPayProcedures.htm>

**Easy Way to Locate A Purchase Order**

- |                              |                      |
|------------------------------|----------------------|
| 1. Go to Argus               | 5. Purchase Orders   |
| 2. Sign on                   | 6. Type in PO number |
| 3. Banner Reports Menu       | 7. Submit            |
| 4. Procurement and Contracts | 8. Click on link     |

Lead by the Assistant Vice President, David O'Brien, this department was created with three separate offices consisting of Financial Services Office (FSO), Procurement and Contracts Office (PCO) and Business Programs Office (BPO).



Each office has a distinct function while working as a choreographed unit to increase the overall value offered to the customers they serve. For your convenience, names for those areas most often contacted have been provided. Please feel free to call them when the need arises, they are ready to help.

**Fiscal Deadlines**

- May 27, 2005 OCO Requisitions
- June 10, 2005 Expense Requisitions
- June 17, 2005 Limited Purchase Orders
- June 17, 2005 P-Card purchases

Only the P-Card charges that post to the ledgers as of June 30, 2005 will reduce this year's budget. The University cannot control when a vendor will send credit card charges to the Bank of America for payment.

For further information, please go to the Administrative Affairs "Fiscal Year 2004-2005 appropriations and Operating Budget Deadlines Memorandums dated March 2, 2005" under "Special Announcements" at <http://uwf.edu/adminaffairs/>.

Departments should begin the ledger year-end clean-up. All journal entries are to be sent to me and Budget Transfers are to be sent to the Budget Office.

For a more prompt payment response, vendors should send invoices directly to Accounts Payable, Building 20E.



**Dorothy Bruton,  
 Woman With A  
 Mission**

Usually the collection of inventory data can be accumulated throughout the year and is really not cumbersome. However, this year is different, and stressful. The new equipment (scanner) arrived only recently, and now that the programming has been completed, Dorothy Bruton has until the end of June to scan every item on campus. So, within the next few weeks, Dorothy (and others) will be visiting you. Please help her access all the items. She has a plan and a mission to get everything accomplished quickly. Your help will be greatly appreciated.

**David O'Brien, Asst. Vice President**

- FSO - Jan Woody, Controller**  
 Accounts Payable - Sandra Harris  
 Payroll - Billy Pollard  
 Financial & Accounting Systems - Colleen Asmus  
 Student Financial Services - Doyle Pitts
- PCO - Elaine Smith, Manager**  
 Furniture - Judy Jasmyn  
 Vendor Maintenance - Beth Moulder  
 P-Card - Cherie Judd & Becky Hale  
 MBE Program - Regina Bell
- BPO - Wendy Baudin, Manager**  
 CAPA - Lucy Perrow  
 Contracts - Rich Hinton  
 Inventory - Dorothy Bruton