The mission of the IFAS Department of Microbiology and Cell Science at the University of Florida is to generate new knowledge in microbial, molecular, cellular, and computational biology and to extend our knowledge to undergraduate and graduate students as well as the general public. We strive to conduct competitive and state-of-the-art science to address many of today's important biological problems. We take pride in the diversity of our student body, faculty, and curriculum. Our curricula at the graduate and undergraduate levels are intended to prepare our students for positions in academia, biomedical sciences, industry, and
government. We foster and encourage collaborations with other units at UF as well as with other scientists at many institutions around the world.

Employment figures are as follows:

Full-time employees: 97, broken down as follows: 34 faculty, 24 TEAMS/USPS, 15 Post-doctorals, and 24 OPS

Part-time employees: 18

Graduate Assistants: 28

The Chair of the Department is Dr. Eric Triplett. The graduate student coordinator is Dr. Tony Romeo. The undergraduate student coordinator is Dr. William Gurley.

The Fiscal and Administrative Office consists of the following staff:

Accounting Coordinator, Position #00014697, Christine Gough

Administrative Assistant (HR Functions), Position #00014695, Mary Ann Soncrant

Senior Fiscal Assistant, Position #00024295, Joni Teerlink

Fiscal Assistant, Position #00015410, Phyllis Patterson

Secretary, Position #00014220, Janet Gilbert

OPS Student Workers

IT Administrator, Position #00025063, Javier Real
2. Organization Chart

3. Core Business Functions and Processes

3.1. Revenues
3.2. Payroll and Personnel Administration

Payroll

1. Introduction and Contact Information
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14. Sick and Vacation Leave Payments

1. Introduction and Contact Information

Reviewed: 05/20/2011

A. University Payroll and Tax Services is a unit of the University Controller's Office which processes the University of Florida payroll, creating pay checks and electronic funds transfers for direct deposits for employees and payments to payroll vendors for employee benefits and payroll deductions. This office is also responsible for the following:
   o Direct deposits
   o Garnishments
   o Wage refund calculations
   o Distributions
   o Payroll accounting
   o Time and labor
   o Cashouts and beneficiary payments

B. University Payroll Services is located in Room 33, Tigert Hall. Please call 352-392-1231 if you need assistance.

2. Definitions
A. **Cost Distribution** - A payroll account code that translates to the chartfield string where payroll costs are recorded in the general ledger.

B. **EFT** - Electronic fund transfer or direct deposit of wages into a specified bank account instead of issuing a paycheck.

C. **Exception Time** - Any time that does not represent time worked, e.g. vacation, sick leave, administrative leave.

D. **Exempt Employee** - An employee who is exempt from the Fair Labor Standards Act overtime payment provisions.

E. **FTE** - Full time equivalent. If you are hired to work 100% of the normal or standard workweek (a full-time position), you will have an appointment of 1.0 FTE.

F. **Non-exempt Employee** - An employee who must comply with the Fair Labor Standards Act overtime payment provisions. All hourly USPS and TEAMS classifications are designated as non-exempt and as such require that time worked be recorded on an hourly basis. In addition, all hourly OPS employees appointed through Human Resources Services or as student assistants are non-exempt.

G. **Off Cycle** - Emergency checks issued on other than regularly scheduled pay dates.

H. **On Cycle** - Payroll processed on the regularly scheduled biweekly pay dates.

I. **OPS** - Other Personnel Services. OPS positions are temporary and do not come with benefits.

J. **Pay List** - Payroll listing available through Enterprise Reporting (Enterprise Reporting > Access Reporting > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports > Final (or Preliminary) Payroll Listings) which provides a list of employees and identifying information, including the amount, paid on a specific pay date.

K. **TEAMS** - Technical, Executive, Administrative, and Managerial Support, one of three pay plans at the University of Florida; the other plans are Academic Personnel and USPS. All new staff hires (non-OPS) starting January 7, 2003 are in TEAMS.

L. **Time and Labor** - myUFL systems module where employees record time worked and leave taken.

M. **USPS** - University Support Personnel System. One of three pay plans at the University of Florida; the other plans are Academic Personnel and TEAMS. USPS employees include only those hired prior to January 7, 2003, who had not elected to move to TEAMS employment.

### 3. General

Reviewed: 01/19/2012

A. The University of Florida uses the myUFL Time & Labor and Payroll modules to collect time and pay employees. All employees are paid on a bi-weekly schedule. This schedule and other useful payroll information are located on the University Payroll Services site. Other useful and relevant information can be found on the UF Human Resource Services web site.

B. An exempt employee's time is loaded to Time & Labor based on the employee's Full Time Equivalent (FTE). Exempt employees' work time does not require approval except when "exception time" is recorded by the employee. When this
occurs, the employee's supervisor or designated person is required to approve "Payable Time". When approved, Payable Time is loaded to the Payroll module for processing the employee's pay.

C. All non-exempt (hourly) employees are required to input their time in Time & Labor for processing in Payroll. Depending on the method selected by an employee's department, the employee will enter his time using Web Clock or Weekly Punch Time, which are time reporting options in the Time & Labor module for non-exempt employees. However, regardless of the method selected by the department for reporting time, all leave for employees with leave benefits will be reported in Weekly Elapsed Time. All non-exempt employees' time requires approval each pay period.

D. The qualifying time processed for an employee's wage payment is used to accrue vacation and sick leave, if the employee is in a benefit plan that includes vacation and sick leave.

4. Responsibilities

Reviewed: 05/20/2011

A. University Payroll and Tax Services is responsible for processing the Office of Human Resource Services and Student Employment data to pay University employees and certain non-wage payments via the myUFL Payroll and Time & Labor modules. UF Enterprise Systems provides the technical support to the Office of Human Resource Services, Student Employment and University Payroll and Tax Services.

B. The Department Heads are responsible for assuring that new hires and employee record changes are processed timely and accurately by the appropriate staff in their departments. This assures that employees may be properly paid. Accordingly, the following is encouraged:

1. Departmental employees processing new hires and making changes to employee records have been properly trained. Information about available classes, tutorials, and instruction guides on how to use myUFL systems can be found on the Enterprise Systems website. Human Resource Services provides training and organizational development for UF faculty and staff on many topics. More information is on the Human Resources Services website.

2. Employees processing time either for themselves or for employees in their department have been trained for their role in using the Time & Labor module. Proper training enables the correct use of Time Reporting Codes (TRC) and assures accurate pay and employee vacation and sick leave accruals and balances. There is a Time & Labor Listserv for payroll approvers and processors; employees with the UF_TL Approvers and UF_TL Payroll Processor security roles will automatically receive these listserv messages since it is based on security roles.

3. Employees charged with the responsibility for approving Payable Time review the employee records and approve the time in accordance with the established payroll schedule. It is important that approvers, in addition to approving payable time, review group exceptions (Manager Self Service > Time Management > Approvals > Manage Group
Exceptions). High level exceptions will prevent payment to an employment; therefore, it is important that these exceptions are reviewed and corrected before the end of the pay cycle. The instruction guide Managing Exceptions in Time and Labor on the Human Resource Services website provides additional information.

4. Departmental employees understand when and how Preliminary Paylist, Paylist (final) and Cost Distribution Registers should be reviewed to assure that departmental employees are properly paid and payrolls costs have been recorded properly in the general ledger (Enterprise Reporting > Access Reporting > Human Resources Information > Pay Information).

C. The employees are responsible for recording their time in Time & Labor or on a time card, as applicable, exempt and non-exempt, as applicable in accordance with the University policy. Where errors occur, employees should immediately contact their departmental payroll staff for the appropriate corrective action in a timely manner. Employees should be encouraged to review their pay checks online prior to pay date to assure its accuracy (My Self Service > Payroll and Compensation > View Paycheck). Descriptions of the earnings codes on an employee's check can be found under “Detailed List of Earnings and Deduction Codes” at Paycheck Codes. Changes to Form W-4 may be made online (My Self Service > Payroll and Compensation > W-4 Tax Information). In accordance with University policy, employees are required to enroll in direct deposit and have their wages deposited to the financial institution of their choice.

5. Payroll Requirements

Reviewed: 05/20/2011

A. In order that new employees receive their payments on time the department should ensure that the following has occurred:
   1. The employee's human resource records have been submitted and properly approved.
   2. The employee has been enrolled in the Time & Labor Module and their time recorded timely in accordance with the payroll schedule.
   3. The employee's Payable Time has been approved in accordance with the payroll schedule.

6. Maintaining Effective Internal Control

Reviewed: 05/20/2011

A. It is the department's responsibility to ensure that proper internal controls are maintained relative to the payroll function.  
B. Payroll and leave information should be reviewed as appropriate to ensure that employees are being properly paid and leave usage is properly recorded.
C. The Office of Audit & Compliance Review, other auditors, and/or Controller's office staff will periodically visit departments to determine that appropriate internal accounting controls are in place.

D. If you have any questions about the payroll controls, please contact the Payroll and Tax Services Office at 352-392-1231.

7. Payroll Schedules

Reviewed: 05/20/2011

A. Payroll Processing Schedule (Regular Schedule)

<table>
<thead>
<tr>
<th>Time Administration (processed centrally for the University)</th>
<th>Processes nightly except first day of new pay period, then it is processed on Sunday to create Payable Time from time entered since Time Administration last processed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time &amp; Labor: Approve Payable Time (Manager Self Service &gt; Time Management &gt; Approvals &gt; Approve Payable Time)</td>
<td>Daily. To view pay check results in Review Paycheck and preliminary paylist, Payable Time must be approved by Tuesday (2nd week of pay period).</td>
</tr>
<tr>
<td>Approved Time Loaded to Payroll (processed centrally for the University)</td>
<td>Tuesday-Thursday nights, 2nd week of pay period, and when Payroll and Tax Services performs a payroll calculation on Friday following the pay period end.</td>
</tr>
</tbody>
</table>

8. Payroll Reports

Reviewed: 05/20/2011

A. Payroll Reports - Access via Enterprise Reporting

<table>
<thead>
<tr>
<th>Preliminary Paylist</th>
<th>Generally on Wednesday through Friday morning of the week that includes the pay end date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Paylist</td>
<td>Monday morning of the pay date week.</td>
</tr>
<tr>
<td>Cost Distribution</td>
<td>Generally on Tuesday of the regular pay date week.</td>
</tr>
</tbody>
</table>

9. Direct Deposit

Reviewed: 05/20/2011

A. University rule 6C1-3.0422 provides the following relative to direct deposit of employee pay:

1. The following describes the direct deposit requirement for all University of Florida employees. Direct deposit is the electronic transfer of net salary and travel expense reimbursements into University of Florida employees'
personal checking or savings account at United States financial institution.

2. All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire.
   a. The University of Florida [Direct Deposit Authorization form, FA-PS-DDA, is incorporated herein by reference. The form should be completed and returned to the department as part of the New Hire Packet.
   b. Federal Regulations, Work-Study students are not required to participate in the Direct Deposit Program, but they are strongly encouraged by the University of Florida to participate.
   c. The direct deposit data remains active in the myUfl system until it is changed by the employee or one year after separation of employment.
   d. Employees are required to make a change to their direct deposit account information should there be a change in their financial institution.
   e. Employees can change or EDIT an existing balance account online (My Self Service > Payroll and Compensation > Direct Deposit), or a Direct Deposit Authorization form can be faxed to Payroll and Tax Services. These forms may be accessed on the Finance and Accounting website as well as Human Resource Services.
   f. Employees are not required to change direct deposit information in myUfl when changing hiring authorities, pay plans, or job titles within the University of Florida.

10. Wage Overpayments

Reviewed: 05/20/2011

A. Overpayments can be prevented with timely terminations/job actions and careful review and correction of employee Time & Labor records. Several tools are available to help departments review paychecks such as the Preliminary Paylists and Final Paylists. Preliminary Paylists are available on Wednesday, Thursday and Friday during the week that includes the pay end date and will reflect a non-exempt employee’s approved hours in the system as of the prior day and an exempt employee's regular and approved exception hours as of the prior day. Any Additional Pay entered by the department and approved by Levels 1 and 2 as of the prior day will also be included on the Preliminary Paylists. Final Paylists are available on the Monday of pay date week and represent the hours and any Additional Pay that an employee will receive for that pay period. Timely review of the Paylists by staff who are knowledgeable about the
department's employees and the pay they should receive is the best safeguard to prevent wage overpayments.

B. For active employees that receive an overpayment due to a change in time worked, the time should be corrected via the Report Time function. This correction will result in an adjustment on the next paycheck. Contact University Payroll and Tax Services if the change will result in the employee receiving a negative paycheck for the next pay period.

C. If the overpayment occurs due to an employee termination, University Payroll Services will need to be contacted immediately; with timely communication, the payment can be cancelled before the employee receives the erroneous amount.
   1. If the employee receives a direct deposit, an Advice (EFT) Cancellation Request form will need to be completed. The deadline for direct deposits to be cancelled is 5:00PM on the Monday following the payroll closing.
   2. If the employee receives a paper check, a Check Cancellation Request form will need to be completed. If University Payroll and Tax Services Services is notified prior to mailing checks to employees, the check will be removed and voided by payroll staff.

D. When an employee receives an overpayment which cannot be corrected via Report Time, a Wage Refund Calculation Request form will need to be completed. After the calculation is complete it will be e-mailed back to the appropriate departmental contacts for communication with the employee. The employee will then need to make a check payable to the University of Florida and send it to University Payroll and Tax Services. Once the full amount owed has been received, the overpayment check will be reversed in MyUFL within 3 weeks.
   1. Employees will have to repay the net pay from the check they received. If the employee has any garnishments, credit union or deferred compensation deductions these will also need to be repaid to the University by the employee. Additionally, if the employee has terminated from UF and since such time has withdrawn FICA Alternative funds from BENCOR, they must repay that portion of the overpayment.
   2. If the employee's repayment is not received within the same calendar year as the overpayment, any Federal Withholding paid on the net amount overpaid will also be due back to the University. Adjustments may require additional tax reporting.

E. It is the department's responsibility to contact the employee regarding the overpayment. If the employee has not repaid the overpayment within four (4) weeks, he will be sent a certified letter by University Payroll and Tax Services. If payment is not received within ten (10) days of receipt of the letter, the next action depends on whether the employee is a current employee or a terminated employee.
   1. If the employee is active, the department will be contacted so they may advise the employee that the overpayment will be deducted from his paycheck(s). University Payroll and Tax Services will use a deduction code of PRDEBT for this deduction.
   2. If the employee is terminated and does not contact University Payroll and Tax Services to set up a repayment plan, the matter is referred to a collection agency. The collection agency adds a collection fee to the amount currently owed by the employee.
11. Emergency Payroll Checks

Reviewed: 02/11/2011

A. University Payroll Services will process emergency (off-cycle) checks during the pay day week for a check on the regular pay day. Additionally, emergency checks will be processed the week after pay day week, for a check on Friday following the regular payday. All emergency checks are physical checks and are not direct deposits. It is important for employees to maintain current mailing addresses in the UF Directory since emergency checks are mailed on Thursdays. An Off-Cycle Check Request form must be submitted for each request.

B. Deadlines for Emergency (Off-Cycle) Requests:
   1. By 4 PM on Tuesday of pay day week for a check to be mailed on Thursday before pay day.
   2. By 4 PM on pay day (Friday) for a check to be mailed the following Thursday.
   3. These dates, as well as other critical dates, are included in the Time & Labor listserv email that is sent on Mondays before the end of the pay period. Changes to these deadlines that result from holiday schedules are published in the Time & Labor listserv. This is a dynamic listserv that is sent to all employees with the security roles of UF_TL Approver or UF_TL Payroll Processor.

C. Emergency (off-cycle) Check Request Requirements:
   1. Emergency check requests will not be approved without a distribution on all employee records for which an emergency check has been requested.
   2. The employee was paid less than 80% of his regular wages (based on FTE). However, if the non-exempt employee did not enter their time worked, an emergency check will not be approved, regardless of the percentage of the underpayment. Where time worked is not approved by the supervisor AND the employee is paid less than 80% of his regular wages, an emergency check will be issued. Supervisors need to be diligent in approving time and be sure that a backup approver is available if the supervisor is unable to approve the time. This is critical so that a financial hardship is not created for the employee.
   3. Additional Pay does not qualify for an emergency check with the exception of fellowships and other payments where the additional pay is the employee's only source of income from the University. If the additional pay meets this requirement, then the Goal Balance must be updated in Additional Pay before the emergency check can be processed.
   4. Request must be received by the stated deadline.
   5. The department must enter corrections in Time & Labor, prior to requesting an emergency check, to reflect the time to be paid on an emergency check. The following guidelines should be followed for the time requested to be paid on the emergency check:
      a. If time is schedule loaded, change the Time Reporting Code (TRC) to "NOPAY" in Time & Labor unless the emergency check is requested as a result of Payable Status reading "Closed" or "Rejected by Payroll".
      b. If time is input using Punch Time or Web Clock, delete all hours requested to be paid on the emergency check unless the emergency check is requested as a result of Payable Status reading "Closed" or "Rejected by Payroll". This time must be
entered on a time card and signed by the employee and supervisor. As an alternative, print the time in Weekly Punch Time prior to removing it from Time & Labor for the employee and supervisor to sign. The time card or printed copy of the Time & Labor record must be retained by the department for three (3) fiscal years.

12. Lost Checks
Reviewed: 05/20/2011

A. If an employee's check has been lost or destroyed, please complete the Affidavit for Duplicate Check/Payroll form. The completed and notarized original form should be sent to Payroll and Tax Services, P.O. Box 113201, Gainesville, FL 32611 so that a replacement payment may be issued.

13. Beneficiary Payments
Reviewed: 05/20/2011

A. In the event of an employee's death, the employee's department should notify Payroll and Tax Services immediately. Any accrued wages, annual leave, sick leave, and special compensatory leave may be paid to the decedent's beneficiary, estate, or as otherwise provided by law.
B. The beneficiary must sign an affidavit before a notary to receive the payment due from the University of Florida. If the monies are due an estate, the proper legal documents are to be submitted to Payroll and Tax Services through the employee's department.
C. The employee's department will need to contact the Payroll and Tax Services office at 352-392-1231 and speak to the person who processes beneficiary payments. The department will be advised on immediate action required and sent correspondence requesting other information needed to pay any other amounts due the employee's beneficiary or estate.
D. The beneficiary payment documents have no scheduled submission date and payments are processed on a supplemental payroll schedule approximately five working days after receipt of the documents by Payroll and Tax Services.
E. Federal withholding tax is not withheld from payments made to beneficiaries.
F. Beneficiary wage payments which are made in a year subsequent to the year of the employee's death are not subject to FICA taxes. However, beneficiary payments made in the same year as the employee's death are subject to FICA taxes.
G. The payment will be mailed to the beneficiary when it is processed.

14. Sick and Vacation Leave Payments
Reviewed: 05/20/2011

A. **Sick leave payment** (Not eligible for payment until leaving the university)
   1. *For employees hired prior to 04/01/2010:* Upon separation, an employee with ten (10) or more years of creditable service shall be paid for one-fourth of unused sick leave accrued after October 1, 1973, up to a total of 480 hours. Sick leave is paid at the rate of pay at the time the
employee leaves the university. Upon reemployment by the University within 180 days or upon recall by the University within 365 days, all unpaid sick leave shall be restored. An employee with fewer than ten (10) years of service shall be not be paid for any unused sick leave and such leave shall be forfeited unless reemployed by the University within 180 days or recalled by the University within 365 days.

2. For employees hired on or after 04/01/2010: There is no payment for unused sick leave upon separation, and such leave shall be forfeited unless the employee is recalled by the University within 365 days after a formal University layoff.

B. Vacation leave payment (not eligible for payment until leaving the university, entering DROP, or changing from a 12-month to a 9-month salary plan)

   1. An eligible employee shall be paid for all unused vacation leave hours up to the maximum payment allowed for the employee's pay plan. Upon recall by the University within 365 days after a formal University layoff, the employee shall have all unpaid vacation leave restored, and any vacation leave paid at time of separation also shall be restored upon repayment.

C. The lump-sum payment for unused sick and/or vacation leave is normally paid within 30 to 60 days of termination and is a separate payment from the employee's salary payment. It is the responsibility of the department to initiate the payment in the myUfl system. Upon separating from the university or entering DROP, unused leave payments in the amount of $2,000 or greater will be deposited in the Special Pay Plan, a 401(a) retirement plan. Participation in the Special Pay Plan is mandatory.

3.3. Purchasing and Disbursements

1. Introduction and Contact Information

   Reviewed: 12/31/2005

   A. University Purchasing and Disbursement Services is a unit of the University Controller's Office, also known as Finance and Accounting. While Purchasing and Disbursement Services is a single combined unit designed to ensure that the procurement and payment process is as seamless as possible, this section of the Directives and Procedures will focus on the procurement or purchasing process as the following section focuses on payment or disbursement.

   B. The intent of these Directives and Procedures is to provide the campus community with uniform and consistent direction relative to appropriate
purchasing procedures and practices for the acquisition of commodities, contractual services and construction. University Purchasing Services will be glad to assist with procurement and purchasing issues and can be reached at 352-392-1331.

C. Section 1001.74 (5), Florida Statutes, grants acquisition authority to the University Board of Trustees. Section 1001.75(5), Florida Statutes, delegates responsibility for the purchasing function to the University President or their designee(s). Florida Administrative Code, 6C1-3.020 establishes the Purchasing Rules for administration of a purchasing program at the University of Florida.

D. Purchasing involves the acquisition of equipment, furnishings, supplies, construction services, maintenance services, professional services, contractual services, and the lease of space for the University within pre established budgetary constraints. Purchasing functions also include preparing budget estimates; preparing bid specifications; initiating formal quotations, proposals and bids; conducting public bid openings; evaluating bids; and negotiating and awarding contracts.

E. Except as otherwise delegated herein, Purchasing Services is the only University department authorized to commit funds for the acquisition of commodities or services and is the initial point of contact for service contracts and agreements prior to any obligation or commitment by the University.

F. It is the intent of the University to acquire quality goods and services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible purchasing officials shall be protected from improper pressures of external political or business interests. The process shall reduce the appearance and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish management oversight in the acquisition of commodities and contractual services, in order to preserve the integrity of public purchasing and contracting. The opportunity to bid on University contracts is a privilege, not a right.

2. Definitions

Reviewed: 12/31/2005

A. **Amount Only PO** - It is a purchase order (PO) for an unspecified quantity of a product or service over a time period.

B. **Artistic Services** - Services provided by an individual or group of individuals who profess and practice a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, web design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio or tape and sound recording or in any other related field.

C. **Business** - Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity which has commodities and/or services available under specifications required by the University.

D. **Commodity** - Any of the various supplies, materials, goods, merchandise, food, equipment or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University. Commodity also includes interest on deferred-payment contracts entered into by the University for the purchase of other commodities. Printing of publications, vehicles and software and license agreements shall be considered commodities.
E. **Competitive Bid/Proposal** - The response submitted to an Invitation to Bid (ITB), Request for Proposal (RFP), or an Invitation to Negotiate (ITN) by responsive and qualified bidders or offerors.

F. **Competitive Negotiation** - The establishment of a contract through deliberation, discussion or conference on the specifications, terms and conditions of a proposed agreement.

G. **Competitive Solicitation** - An Invitation to Bid (ITB), Request for Proposal (RFP) or Invitation to Negotiate (ITN) to competitively select a contractor or supplier.

H. **Construction** - Construction means the building, altering, improving, repair, or demolishing of any real property owned or leased by the University.

I. **Contract** - Any agreement or purchase order for the purchase or disposal of commodities or services.

J. **Contractor/Supplier** - A person or firm who contracts to sell commodities or contractual services to the University.

K. **Contractual Service** - The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual service does not include labor or materials for the construction, renovation, repair or demolition of facilities.

L. **Definite Quantity Contract** - A contract to furnish a specific quantity of an item or items at a specified price and time. The contract is fulfilled by delivery and acceptance of the specific quantity at the University, on such place designated in the contract.

M. **Department** - A budget entity, which has been assigned a departmental ID, and fund by the University.

N. **Duplicating** - The process of reproducing an image or images from an original to a final substrate through the electro photographic, xerographic, laser, or offset process or any combination of these processes, by which an operator can make more than one copy without rehandling the original.

O. **Emergency Purchase** - The purchase of commodities or services due to a danger to the public health, the safety or the welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital University function. Note that emergency purchases can only be applied to unforeseen events; a lack of planning does not constitute an emergency.

P. **Extension** - An increase in the time allowed for the performance of the contract.

Q. **F.O.B.** - The term literally means "free on board". It is defined as the time and place of the actual transfer of title to the goods from seller to buyer. F.O.B. Destination means legal title passes to the buyer at the time the shipment of goods is delivered by the carrier. F.O.B. Shipping Point means legal title and risk of loss passes to the buyer at the time of shipment of goods is delivered to the carrier.

R. **Identical (Tie) Bids** - Two or more bids which are equal in all respects as to price, quality, service, and terms and conditions.

S. **Information technology resources** - all equipment, hardware, software, firmware, programs, systems, networks, infrastructure, supplies, media and related material, services, personnel and facility resources used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form.

T. **Independent Contractor** - A person or firm who provides a commodity or service to the University but does not have any employment or other relationship or connection with the University, except as provided in s. 112.313, Florida Statutes (F.S.).
U. **Invitation to Bid (ITB)** - A written solicitation for competitive sealed bids, designating the title, date, and hour of the public bid opening and also defining the commodity, group of commodities or services.

V. **Invitation to Negotiate (ITN)** - An invitation extended to prospective contractors, whether by advertisement, written solicitation, electronic media or any other form of communication, to define the specifications, terms and conditions of a contract for commodities or contractual services.

W. **Minority Business Enterprise** - A business concern as defined in s. 288.703(2), F.S.

X. **President** - The chief executive officer of the University, responsible for its operation and administration.

Y. **Public Entity Crime** - A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

Z. **PCard (Purchasing Card/Procurement Card)** - A PCard is a method of purchasing official university-related, low-cost, non-capital commodities and services, such as office supplies, travel expenses, utility and telecommunication expenses and is issued to University employees.

AA. **Printing** - The transfer of an image or images by the use of ink or similar substance from an original image to the final substrate through the process of letterpress, offset lithography, gravure, screen printing, or engraving. Printing shall include the process of and the materials used in binding. Printing shall also include duplicating when used to produce publications.

BB. **Purchase** - An acquisition of commodities, services or licenses obtained by purchase order, contract or other authorized purchasing method, whether by rent, lease, installment, lease-purchase or outright purchase.

CC. **Purchasing Activity** - A University function delegated to Purchasing Services by the University President, to develop descriptions/specifications, selection and solicitation of sources, and prepare award of contracts for commodities and services.

DD. **Purchasing Officer** - A person, delegated the authority by the University President, to enter into, award, modify or terminate contracts and make related determinations and findings. The term includes any authorized representatives of the purchasing officer acting within the limits of their authority.

EE. **Purchases for Resale** - The purchase of commodities or contractual services acquired for the purpose of re-selling them to third parties in the course of University business.

FF. **Quotation** - A written or verbal offer for commodities or services not requiring a public opening at a specific date and time.

GG. **Renewal** - Contracting for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew.

HH. **Request for Proposal (RFP)** - A written solicitation for competitive proposals for commodities or contractual services with the title, date, and hour of the public opening. The request for proposal is generally used when the scope of work is not clearly defined.

II. **Responsive and Qualified Bidder or Offeror** - A contractor/supplier who has submitted a bid or proposal that conforms in all material respects to a competitive solicitation.

JJ. **Sole Source Purchase** - A purchase of commodities or services that are non competitive, i.e. product or services being purchased must perform a function for which no other product or source of services exists.

KK. **Term Contract** - A contract for the purchase of commodities or contractual services over a prescribed period of time.

LL. **Valid Response** - A responsive offer in compliance with bid specifications and conditions.
MM. **Vehicles** - Includes any automobile, truck, motorcycle, bicycle, golf cart, watercraft or other vehicle designed primarily for transporting persons as well as construction vehicles or farm equipment.

NN. **Supplier/Contractor** - A person or firm who contracts to sell commodities or contractual services to the University.

### 3. Purchasing Services Responsibilities

Reviewed: 12/31/2005

A. The University President has delegated the following contracting duties to Purchasing Services:

1. Canvass all sources of supply and contract for the purchase, lease, or acquisition in any manner of all commodities, construction, installment, lease-purchase and services required by the University, under competitive bidding or contractual negotiation. Installment- or lease-purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.

2. Remove any contractor from the University's competitive vendor list that fails to respond to three (3) or more invitations or to fulfill any of its duties specified in a contract with the University and to reinstate any such contractor when satisfied that further instances of default will not occur. A 'No Bid' is a response.

3. To plan and coordinate purchases in volume and to competitively bid, negotiate and execute purchasing agreements and contracts for the recurring needs of the University.

4. To prescribe the methods of securing bids or negotiating and awarding contracts.

5. To negotiate on the best terms and conditions in the event no bids are received.

6. To establish standards, assist in formulating specifications, and determine the source of supply for any commodity or service requisitioned by any department of the University, except as specifically provided under Section 12.3.B, Contracting Authority.

7. To execute contracts, whether by purchase order or other approved purchasing method, for commodities and services required by the University.

8. Evaluate the ability of any vendor to remain on a competitive vendor list, based on the vendor's responsiveness to competitive solicitations, the vendor's ability to fulfill the duties specified in contracts, or any disruptive or unprofessional conduct or conduct which is not conducive to the University environment on the part of the vendor or its agents.

9. The Inter-institutional Committee on Purchasing (ICOP) has developed policies and guidelines for establishing system wide contracts and cooperative agreements for use by the universities. ICOP will monitor frequent purchases made by the universities and initiate actions to establish system wide contracts as deemed necessary and appropriate.
10. Evaluate and approve contracts led by the Federal Government, the State, instrumentalities of the State, other states, political subdivisions or entities, colleges, universities, educational cooperatives or educational consortia for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such other entities.

11. Elect as an alternative to the provisions of s. 120.57(3)(c) F.S., to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University. After the award of contract resulting from a competitive solicitation in which a timely protest was received and in which the University did not prevail, the contract will be canceled and re-awarded to the prevailing party unless the final order or settlement between the parties provide otherwise.

12. Award contracts for commodities and contractual services. This includes the authority to make awards to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or multiple state university-wide basis and the contracts may be for multiple years.

13. Reject or cancel any or all-competitive solicitations, in whole or in part, when determined to be in the best interest of the University.

14. Purchase insurance as appropriate for the operation and mission of the University.

4. Contracting Authority other than Purchasing

Reviewed: 12/31/2005

A. The President has delegated to the following University positions, not under the supervision of Purchasing Services, the following contracting duties:

1. Vice President for Finance and Administration to approve and execute contracts for the University, in the absence of the President.

2. Vice President for Research to approve and execute all grants, donations, and research and instructional contracts received on behalf of the University.

3. Director, Sponsored Research to approve and enter into agreements for activities and programs using sponsored research and grant funds in accordance with University policies, directives and procedures and to recommend to the Purchasing Director the use of the sponsored research exemption.

5. Code of Ethics and Standard of Conduct

Reviewed: 12/31/2005
A. All University personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the University and the taxpayers of Florida. All University personnel engaged in the purchasing cycle, including the President, Vice Presidents, Deans, Chairpersons, Directors, budget committee members, initiators of requirements and their supervisors, receiving personnel, finance and accounting personnel, PCard holders, and all members of a purchasing activity are bound by the standard of conduct for public officers and employees set forth in Chapter 112, Part 3, Florida Statutes and University of Florida Rule on University Ethics, Rule 6C1-1.011, F.A.C.

6. Employee Conflict of Interest
Reviewed: 12/31/2005

A. Except as may be permitted by the directives of the University of Florida it shall be a breach of ethical standards for any employee of the University to participate directly or indirectly in the purchasing process when the employee knows that:
   1. He/she or any member of his/her immediate family will benefit from a University purchasing transaction.
   2. A business or organization in which he/she, or any member of his/her family, (spouse, children, parents, brothers and sisters) has a financial interest and will benefit from a University purchasing transaction.
   3. Any other person, business or organization with whom he/she or any member of his/her immediate family, is negotiating or has an arrangement for employment and will ultimately benefit from a University purchasing transaction.
   4. All employees having a financial interest in a private concern shall file a statement annually with the University disclosing such interest.
   5. All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in the entities evaluated and selected.

7. Gratuities
Reviewed: 12/31/2005

A. It shall be a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind for personal gain in connection with any contract for commodities or services. Current or potential contractors are prohibited from offering an employee of the University a gratuity of any kind for the employee's personal gain to influence the development of a contract or potential contract for commodities or services.

8. Monetary Levels and Limits
Reviewed: 08/13/2008
A. Purchases of at Least $1000

Any agreements containing terms and conditions, or other such verbiage, including Maintenance Agreements, Software License Agreements, etc., requiring signature must be forwarded to Purchasing Services where they will be reviewed and signed.

B. Purchases Below $5000

It shall be the Purchasing Coordinator's discretion whether quotes are needed on purchases below $5000. Quotations are encouraged whenever possible.

C. Purchases $5000 - $24,999

Documented quotations from two or more vendors by telephone, fax, email, or justification why not obtained is required for purchases greater than $5000 to $24,999. Verbal quotes may be documented on the requisition.

D. IT Purchases of $20,000 and above

Information technology resources acquisitions costing $20,000 or more must be approved by the University Information Resource Manager (IRM).

E. Communications Purchases of $25,000 and above

All communications resources purchases of $25,000 or more must be approved by the University Information Resource Manager (IRM).

F. Purchases $25,000-$74,999

Written quotes from two or more vendors or written justification why quotations were not obtained shall be obtained for purchases greater than $25,000 to $74,999. Purchasing Services may, at their discretion, waive the requirement for written quotations when it is in the best interests of the University. The purchasing file shall be documented prior to the processing of a purchase order by the Purchasing Coordinator as to the circumstances when competitive quotes are not obtained.

G. Purchases of $75,000 and above

1. Formal competitive bids, (ITB/RFP/ITN) are required on purchases of commodities, contractual services, deferred payment and revenue generating contracts in excess of $74,999. A formal two-party contract may be required for contract services. For the purposes of determining the bidding threshold the total cost of the requirement may include any options, add or deduct alternates, and trade-ins, for the life of the contract.

2. Commodities or contractual services available only from a single source, may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting all specifications, terms and conditions to the University's satisfaction.

3. Software license agreements that exceed the $75,000 level will be forwarded by Purchasing Services to the University's General Counsel.
Office for review prior to being signed by Purchasing Services. The Purchasing Coordinator will notify the department when this occurs.

H. Purchases of $100,000 and above

The President or his designee may require a Payment and Performance (P&P) Bond on contracts for the construction of any public building or for repairs on any public building or public work between $100,000 and $200,000. Projects in excess of $200,000 must require a Payment and Performance Bond. NOTE: It is good practice to require a P&P bond whenever the project exceeds $100,000.

I. Purchases of $150,000 and above

1. Contractual Service Contracts for greater than $150,000 must be reviewed by the General Counsel.
2. Invitations to Bid, Requests for Proposal and Invitations to Negotiate for commodities expected to be in excess of $150,000 shall be advertised. The venue is selected by the purchasing Coordinator and may include the University Purchasing website, the Florida Administrative Weekly, or Florida Communities Network. The Purchasing Director has the authority to waive the advertisement requirement when the number of potential bidders or proposers is limited and can otherwise be solicited, when the availability of funding requires or where delivery is urgent.

J. Purchases of $200,000 and above

A construction project exceeding $200,000 must be advertised in the Florida Administrative Weekly for a period of 21 days.

K. Purchases of $1,000,000 and above

All purchases in excess of $1 million will be reviewed and approved by the President. For contracts and software license agreements, the contract will be processed by Purchasing with legal review and involvement. When completed and signed by the vendor, it will be transmitted with cover memo to the Vice President, Finance and Administration for delivery to the President.

9. Unauthorized Purchases

Reviewed: 12/31/2005

A. Purchases for Individuals

Purchasing Services is not authorized to make purchases for any individual or non University organization.

B. Splitting of Orders

The deliberate attempt to split orders, where the purpose is keeping the total cost of each order below bid or quote limits, and failure to combine orders when practical for the interest of economy, is an evasion of the Florida Statutes and University Purchasing Directives. The splitting of orders is a prohibited activity and therefore, unlawful. Any related needs that are known or should have been reasonably known at the time of the requirement should be combined into one coherent request for procurement.
C. Purchases of a Personal Nature

The expenditures from University funds for the items listed below are prohibited unless a clear business purpose exists. (See Disbursements Directives 1.4.13.3 A and B)

1. Alcohol
2. Congratulatory telegrams
3. Flowers and/or telegraphic condolences
4. Entertainment for visiting dignitaries
5. Food items - refreshments, such as coffee and doughnuts
6. Decorative items, such as globes, statues, potted plants, desk lamps, picture frames, and wall hangings
7. Christmas or other greeting cards and postage for such cards
8. Personal subscriptions to magazines and trade journals
9. Gifts - for example: desk pen sets
10. Coffee pots and supplies
11. Portable heaters
12. Fans, for personal use
13. Refrigerators, stoves or microwave ovens for personal use

D. Confirming Purchase Orders

Departments are not authorized to place orders directly with vendors for goods or services for which a purchase order is required. Purchasing Services is the only authorized agent for the University. If a department has an immediate need, Purchasing Services may confirm an order with a vendor after the proper acquisition method has been selected and executed. In the event that the department receives goods prior to the approval of Purchasing Services, an explanation/justification shall be provided with the requisition.

10. Exemptions from Competitive Purchasing Requirements

Reviewed: 12/31/2005

A. The following commodities and services are exempt from competition (6C1-3.020) FAC:
1. Artistic services.
2. Academic reviews.
3. Lectures.
4. Auditing services.
5. Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services. Written approval from the Attorney General is not required for private attorney services acquired by the University, pursuant to s. 287.059, F.S.
6. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assistive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, orthotics, and wheelchairs, provided the devices are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client.
7. Services provided to persons with mental or physical disabilities by not-for-profit corporations organized under the provisions of s. 501(c)
(3) of the Internal Revenue Code or services governed by the provisions of the Office of Management and Budget Circular A-122.

8. Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the date of delivery to the Medicaid recipient and shall not be renewed.

9. Family placement services.
10. Training and education services.
11. Advertising.
12. Services or commodities provided by the Federal Government, the State, instrumentalities of the State, other states, political subdivisions or entities, colleges, and universities.
13. Continuing education events or programs that are offered to the general public for which fees have been collected to pay all expenses associated with the event or program.
14. Purchases from firms or individuals that are prescribed by state or federal law or specified by a granting agency.
15. Regulated utilities and government-franchised services.
16. Regulated public communications, except long distance telecommunication services or facilities.
17. Extension of an existing contract.
18. Renewal of an existing contract if the terms of the contract specify renewal option(s).
19. Purchases for resale.
21. Contracts or services provided by not-for-profit, direct support, health support and University affiliated organizations.
22. Implementation, programming, or training services available from the owner of copyrighted software or its agent.
23. Purchases of materials, supplies, equipment, or services for research purposes when the Director of Sponsored Research or designee, certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project.

B. Contract Awards not subject to Competitive Solicitations
   1. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, or develops a program for future implementation shall be eligible to contract with the University dealing with the specific subject matter.
   2. All persons taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall follow all relevant portions of the State of Florida Code of Ethics for Public Employees, Chapter 112, Part 3, Florida Statutes, and the University's rule on outside activities, Rule 6C1-1.011, F.A.C.

11. Other Non Competitive Purchases

Reviewed: 12/31/2005

A. Sole Source Purchase
1. Commodities or contractual services available only from a single source, may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting all specifications, terms and conditions to the University's satisfaction. A completed **Sole Source Certification** form is required.
   a. Description and use (in layman's terms).
   b. List unique features that this item or service has that other comparable items or services do not have, and why these unique features are needed. Show as clearly and concisely as possible why only this item or this service will accomplish the function required.
   c. Explain if the product or service is being purchased directly from the manufacturer. If not, explain why the item cannot be bid to the various dealers.
   d. Explain the necessity for compatibility with existing equipment or instrumentation, if applicable.
   e. Price cannot be used as a justification for a sole source.

2. The department will furnish, along with the requisition and a sole source certification, a current written quotation from the vendor.

3. If the President or his designee determines, in writing, that there is only one source for the required commodity, service or construction item, the sole source will be posted for three (3) full business days. A purchase order is issued when the posting period is over.

4. Documentation will be maintained that the price quoted is a reasonable price.

B. Emergency Purchase

1. When the President or designee determines, in writing, that a condition exists that threatens the public health, safety or the welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital University function, Purchasing Services is permitted to proceed with the procurement of commodities or contractual services without a competitive solicitation. The emergency purchase shall be limited to the purchase of the type of items and quantities needed, or for a time period sufficient to meet the immediate threat, and shall not be used to meet long-term requirements.

2. Responsibility of the Requisitioning Department - Contact the Purchasing Director immediately to notify Purchasing of the emergency. If the Purchasing Director deems the situation to be a genuine emergency, authorization is given to proceed with the purchase immediately. The department must follow up with a requisition to Purchasing and must attach a complete justification for the emergency purchase. An emergency acquisition is not an excuse for poor planning. All emergencies must meet the above criteria.

C. Contracts and Negotiated Annual Price Agreements

Purchases from bid Contracts and Negotiated Annual Price Agreements established by the State, other governmental entities, or other public or private educational institutions, and educational cooperatives and educational consortiums are not subject to further competitive solicitation.

D. Sponsored Research Exemption
Section 1004.22(7), F.S., allows the University to exempt the purchase of materials, supplies, equipment or services for research purposes from the general purchasing requirements of Rule 6C1-3.020, F.A.C. and the requirements of Chapters 215, 216 and 283, and Section 112.061, F.S. Such an exemption shall be exercised only when the Vice President for Research or the Vice President's designee certifies to the President in each particular instance that the exemption is necessary for the efficient or expeditious prosecution of a research project. Rule 6C1-3.021 F.A.C. establishes the Sponsored Research Exemption Procedures.

E. Construction Direct Purchase Program

Commodities to be incorporated into any public work (as that term is defined in Florida Administrative Code 12A-1.094) which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.

12. Making a Purchase
Reviewed: 09/05/2008

A. Requisition to Purchase
1. A requisition should be created to make purchases not made on a Purchasing Card. It is used to request purchases of all commodities/services through Purchasing Services. It provides the chartfield information to be charged, item descriptions, quantity, delivery instructions, vendor information and desired delivery date. Complete and correct preparation of the requisition expedites the purchasing process. Except in the case of an approved emergency, the requisition must be received by Purchasing Services before purchasing action can be initiated.
2. A requisition is initiated through myUFL portal.
3. Each requisition should contain only those items that may be purchased from the same vendor.
4. When preparing a requisition state the noun first followed by descriptive information, including manufacturer and part number, if known.

B. Purchases from Small and Minority Business Enterprises

The University is an equal opportunity institution and encourages procurement contracting with Small and Minority Business Enterprises.

C. Purchases from Contractors Convicted of Public Entity Crimes

The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

D. Quotes/Bids/Proposals
1. Purchasing Services shall determine when a quote/bid/proposal is obtained for commodities, services, printing and deferred contracts for any item or group of items, except as provided in section 1.4.12.6. of these directives. For purchases between $5,000 and $74,999, informal quotes may be solicited when the commodity or service warrants competitive pricing.

2. Purchasing Services may advertise any formal invitation to bid or request for proposal in a newspaper of general circulation when such public notice is deemed to be in the best interest of the University and consistent with the proposed purchase involved.

3. When only one quote/bid/proposal is received for the purchase of an item or a group of items in a call for quotes/bids/proposals, the Purchasing Coordinator shall review the quote/bid/proposal to determine the reasons, if any, why only one quote/bid/proposal was received. If it is determined that a second call for quotes/bids/proposals would not be in the best interest of the University, the circumstances shall be documented and the Purchasing Coordinator may proceed with the purchase. If it is determined that a second call for quotes/bid/proposals would be in the best interest of the University, the Purchasing Coordinator may issue additional quote/bid/proposal solicitations. The Purchasing Coordinator shall document a single quote/bid/proposal on the requisition for purchases between $25,000 and $74,999. A single formal bid/proposal $75,000 or more will be documented on a single bid affidavit and presented to the Director or Assistant Director of Purchasing for approval.

4. In the event no quotes/bid/proposals are received, the Purchasing Coordinator may negotiate the purchase at the most favorable terms.

5. When multiple responses that are equal in all respects are received to a competitive solicitation, the University will give preference to responses that include commodities manufactured in the state, Florida businesses, business with drug-free workplace program, or foreign manufacturers located in the state to determine the contract award, or, if these conditions do not exist or are the equivalent between two or more responses, will use toss of the coin.

6. In accordance with Florida Law and the Purchasing Directives, no purchase shall be divided or subdivided in order to circumvent the quote/bid/proposal requirements.

7. All formal solicitations issued by the University shall include the standard "University of Florida Acknowledgement" form.

8. Purchasing Services, at its sole discretion, shall determine whether a response meets or exceeds specifications.

9. The University shall reserve the right to reject any and all bids or proposals and such reservation shall be made part of the file.

10. The intended award for an Invitation to Bid, Request for Proposal or Invitations to Negotiate shall be posted electronically on the Purchasing Services' website for 72 hours excluding Saturdays, Sundays, or State Holidays.

11. In the case of extension errors, the unit price will prevail.

12. Withdrawal - A vendor may withdraw his or her bid or proposal in writing if done within seventy-two (72) hours of the bid or proposal opening, if the bid or proposal is clearly erroneous and it is withdrawn prior to final award or the purchase order being issued.

E. The Purchase Order
The purchase order, initiates a contract by accepting legally the offer made by the vendor.

F. Amount Only Purchase Orders
1. An Amount Only Purchase Order (AOPO) is a simplified method of filling urgent needs for small quantities of supplies or services by establishing open accounts with qualified suppliers. AOPO's are designed to expedite the acquisition of urgently, and/or frequently, needed supplies or services and to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase orders. Purchasing Cards should be used in lieu of AOPO's whenever feasible.
2. An Amount Only Purchase Order may not be used when:
   a. The aggregate monetary value will exceed $75,000 for any one type of item or service in any twelve month period (unless a bid is referenced).
   b. Purchases are for capital (property > $1000) items.
   c. Purchases are of a personal nature.
   d. The term is for longer than one calendar year (unless a bid is referenced).
   e. The term will cross fiscal years utilizing annually appropriated funds.
3. Requisitions are prepared by the using departments and forwarded to Purchasing Services. One requisition is required each fiscal year for each vendor. Requisitions using grant funds which do not expire on June 30, should show the expiration date of the grant. Each requisition submitted to establish an AOPO must contain the following information:
   a. Description of supplies or services to be furnished by the vendor, limited to specific items or commodity groups or to all items that the supplier is in a position to furnish (see limitation on use above), vendor, chartfield information.
   b. Suggested beginning and ending dates.
   c. Dollar amount to be encumbered for anticipated expenditures sufficient to defray total anticipated charges.
   d. List of names of individuals authorized to make purchases on the agreement.
   e. Superseded purchase order number, if applicable.
4. Purchasing Services will negotiate an agreement on prices, discounts, minimum purchases, and delivery with the supplier before the AOPO is issued.
5. Orders against AOPO's may be made verbally by an individual authorized to place orders against the agreement. When placing an order, the individual should identify himself/herself and give the applicable AOPO purchase order number.
6. The encumbrance of an AOPO may be increased or decreased by the using department by submitting a request for a change order to Purchasing Services.

G. Change Request

A change request can be issued to modify quantities, unit price, due date, delivery schedule or location or to cancel the purchase order. Departments must initiate requests for change orders in writing, or through the myUFL portal.
Construction change requests, for 500 Fund series, are processed through the Construction Accounting department.

H. Receiving

Receiving is required to be performed in the MyUFL system for purchases of capital assets. Although not required to be received online, all departments must develop a method of properly documenting the receipt for all goods and services. When entering a voucher applied against an encumbrance for capital assets, the MyUFL system will require that a receipt exists for the PO that is being paid or a match exception will be created (see "Match Exceptions" in section 1.4.13.8 (D)(2) of the Disbursement Directives and Procedures) Instructions on how to enter a receipt in MyUFL can be found at the following website: http://www.bridges.ufl.edu/training/docs/ReceivingItems.pdf

I. Claims for Loss or Damage in Shipment

Responsibility of Department receiving the shipment - Damage to shipments must be recorded and processed in accordance with regulations applying to common carriers. Visible damage shall be noted on the freight company's receipt at the time of delivery. Concealed damage must be officially reported to the freight company within fifteen calendar days after the company delivers the items to the University. Failure to report damages in this time frame will result in the University's loss of right to file a claim and collect for damages. Notify Purchasing Services in writing with a copy of the company's receipt, the purchase order number, the carrier's name, and the date of receipt.

J. Receipt of Unsolicited Goods

Florida Statutes 570.545 states that when unsolicited goods are delivered, the person is not obligated to return the goods to the sender or make payment to the vendor. The law also states that unsolicited goods shall be deemed a gift and recipient may use or dispose of them in any manner without obligation to the sender.

K. Right of Refusal

At the discretion of the department items may be refused for any of the following reasons: no purchase order, damage visibly perceived, or unsolicited goods.

12. Making a Purchase

Reviewed: 09/05/2008

A. Requisition to Purchase

1. A requisition should be created to make purchases not made on a Purchasing Card. It is used to request purchases of all commodities/services through Purchasing Services. It provides the chartfield information to be charged, item descriptions, quantity, delivery instructions, vendor information and desired delivery date. Complete and correct preparation of the requisition expedites the purchasing process. Except in the case of an approved emergency, the
requisition must be received by Purchasing Services before purchasing action can be initiated.

2. A requisition is initiated through myUFl portal.

3. Each requisition should contain only those items that may be purchased from the same vendor.

4. When preparing a requisition state the noun first followed by descriptive information, including manufacturer and part number, if known.

B. Purchases from Small and Minority Business Enterprises

The University is an equal opportunity institution and encourages procurement contracting with Small and Minority Business Enterprises.

C. Purchases from Contractors Convicted of Public Entity Crimes

The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

D. Quotes/Bids/Proposals

1. Purchasing Services shall determine when a quote/bid/proposal is obtained for commodities, services, printing and deferred contracts for any item or group of items, except as provided in section 1.4.12.6. of these directives. For purchases between $5,000 and $74,999, informal quotes may be solicited when the commodity or service warrants competitive pricing.

2. Purchasing Services may advertise any formal invitation to bid or request for proposal in a newspaper of general circulation when such public notice is deemed to be in the best interest of the University and consistent with the proposed purchase involved.

3. When only one quote/bid/proposal is received for the purchase of an item or a group of items in a call for quotes/bids/proposals, the Purchasing Coordinator shall review the quote/bid/proposal to determine the reasons, if any, why only one quote/bid/proposal was received. If it is determined that a second call for quotes/bids/proposals would not be in the best interest of the University, the circumstances shall be documented and the Purchasing Coordinator may proceed with the purchase. If it is determined that a second call for quotes/bid/proposals would be in the best interest of the University, the Purchasing Coordinator may issue additional quote/bid/proposal solicitations. The Purchasing Coordinator shall document a single quote/bid/proposal on the requisition for purchases' between $25,000 and $74,999. A single formal bid/proposal $75,000 or more will be documented on a single bid affidavit and presented to the Director or Assistant Director of Purchasing for approval.

4. In the event no quotes/bid/proposals are received, the Purchasing Coordinator may negotiate the purchase at the most favorable terms.

5. When multiple responses that are equal in all respects are received to a competitive solicitation, the University will give preference to responses that include commodities manufactured in the state, Florida businesses, business with drug-free workplace program, or foreign manufacturers located in the state to determine the contract award, or, if
these conditions do not exist or are the equivalent between two or more responses, will use toss of the coin.

6. In accordance with Florida Law and the Purchasing Directives, no purchase shall be divided or subdivided in order to circumvent the quote/bid/proposal requirements.

7. All formal solicitations issued by the University shall include the standard "University of Florida Acknowledgement" form.

8. Purchasing Services, at its sole discretion, shall determine whether a response meets or exceeds specifications.

9. The University shall reserve the right to reject any and all bids or proposals and such reservation shall be made part of the file.

10. The intended award for an Invitation to Bid, Request for Proposal or Invitations to Negotiate shall be posted electronically on the Purchasing Services' website for 72 hours excluding Saturdays, Sundays, or State Holidays.

11. In the case of extension errors, the unit price will prevail.

12. Withdrawal - A vendor may withdraw his or her bid or proposal in writing if done within seventy-two (72) hours of the bid or proposal opening, if the bid or proposal is clearly erroneous and it is withdrawn prior to final award or the purchase order being issued.

E. The Purchase Order

The purchase order, initiates a contract by accepting legally the offer made by the vendor.

F. Amount Only Purchase Orders

1. An Amount Only Purchase Order (AOPO) is a simplified method of filling urgent needs for small quantities of supplies or services by establishing open accounts with qualified suppliers. AOPO's are designed to expedite the acquisition of urgently, and/or frequently, needed supplies or services and to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase orders. Purchasing Cards should be used in lieu of AOPO's whenever feasible.

2. An Amount Only Purchase Order may not be used when:
   a. The aggregate monetary value will exceed $75,000 for any one type of item or service in any twelve month period (unless a bid is referenced).
   b. Purchases are for capital (property > $1000) items.
   c. Purchases are of a personal nature.
   d. The term is for longer than one calendar year (unless a bid is referenced).
   e. The term will cross fiscal years utilizing annually appropriated funds.

3. Requisitions are prepared by the using departments and forwarded to Purchasing Services. One requisition is required each fiscal year for each vendor. Requisitions using grant funds which do not expire on June 30, should show the expiration date of the grant. Each requisition submitted to establish an AOPO must contain the following information:
   a. Description of supplies or services to be furnished by the vendor, limited to specific items or commodity groups or to all
items that the supplier is in a position to furnish (see limitation on use above), vendor, chartfield information.

b. Suggested beginning and ending dates.
c. Dollar amount to be encumbered for anticipated expenditures sufficient to defray total anticipated charges.
d. List of names of individuals authorized to make purchases on the agreement.
e. Superseded purchase order number, if applicable.

4. Purchasing Services will negotiate an agreement on prices, discounts, minimum purchases, and delivery with the supplier before the AOPO is issued.

5. Orders against AOPO's may be made verbally by an individual authorized to place orders against the agreement. When placing an order, the individual should identify himself/herself and give the applicable AOPO purchase order number.

6. The encumbrance of an AOPO may be increased or decreased by the using department by submitting a request for a change order to Purchasing Services.

G. Change Request

A change request can be issued to modify quantities, unit price, due date, delivery schedule or location or to cancel the purchase order. Departments must initiate requests for change orders in writing, or through the myUFL portal. Construction change requests, for 500 Fund series, are processed through the Construction Accounting department.

H. Receiving

Receiving is required to be performed in the MyUFL system for purchases of capital assets. Although not required to be received online, all departments must develop a method of properly documenting the receipt for all goods and services. When entering a voucher applied against an encumbrance for capital assets, the MyUFL system will require that a receipt exists for the PO that is being paid or a match exception will be created (see "Match Exceptions" in section 1.4.13.8 (D)(2) of the Disbursement Directives and Procedures) Instructions on how to enter a receipt in MyUFL can be found at the following website: http://www.bridges.ufl.edu/training/docs/ReceivingItems.pdf

I. Claims for Loss or Damage in Shipment

Responsibility of Department receiving the shipment - Damage to shipments must be recorded and processed in accordance with regulations applying to common carriers. Visible damage shall be noted on the freight company's receipt at the time of delivery. Concealed damage must be officially reported to the freight company within fifteen calendar days after the company delivers the items to the University. Failure to report damages in this time frame will result in the University's loss of right to file a claim and collect for damages. Notify Purchasing Services in writing with a copy of the company's receipt, the purchase order number, the carrier's name, and the date of receipt.

J. Receipt of Unsolicited Goods
Florida Statutes 570.545 states that when unsolicited goods are delivered, the person is not obligated to return the goods to the sender or make payment to the vendor. The law also states that unsolicited goods shall be deemed a gift and recipient may use or dispose of them in any manner without obligation to the sender.

K. Right of Refusal

At the discretion of the department items may be refused for any of the following reasons: no purchase order, damage visibly perceived, or unsolicited goods.

13. Guidelines for Certain Types of Purchases

Reviewed: 12/07/2010

A. Equipment on a Temporary Trial or Loan Basis

Occasionally, Vendors will loan to a researcher to test/try out their equipment. To protect the Vendors and the University of Florida, Purchasing Services suggests either the department fills and signs an Equipment Loan form or inputs a "no charge" requisition into MyUFMarket requisitioning system. Purchasing Services needs the following information about the equipment: make, model, serial number and value of equipment, along with the contact information of the University personnel responsible for using the equipment.

B. Purchases of Food Products, Room Rental and Entertainment

University policy prohibits the expenditure of public funds for food products, entertainment or similar items with the following exceptions:

1. The product is used directly in instruction or research.
2. The expenditure is specifically provided for in the terms of a contract, grant or donation. Terms of the award specifically provide for conferences/meetings in performance of project. The inclusion of these conferences/meetings must however, comply with regular travel reimbursement procedures for per diem pursuant to General Services (GSA) rates.
3. Short course or conference fees have been collected for the express purpose of paying for such items
4. Student functions, when approved by the Student Government Finance Office.
5. Direct payment of hotel rooms for individuals must have the prior approval of Purchasing Services. In order to make this type of payment, there must be a substantial savings to the University.

C. Acquisition of Printing

Chapter 283, Florida Statutes imposes limitations on the purchase of printing or duplicating from off campus vendors. The following instructions apply to the purchase of printing:
1. The University shall purchase, when economical, recycled paper if and when recycled paper can be obtained that is of adequate quality for the intended purposes.

2. Preference Given Printing Manufactured in Florida Preference shall be given to bidders located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a bidder located outside of the state.

3. Items to Be Included in Bids All bid invitations issued by the University for printing shall provide in the bid conditions that all cost for delivery, storage, freight, and packing are to be prepaid by the vendor, F.O.B. the address or addresses listed on the bid invitation unless otherwise specified.

4. Agreements with Vendors for Private Publication of Public Information Materials:
   a. The University may enter into agreements to secure the private publication of public information brochures, pamphlets, audiotapes, videotapes, and related materials for distribution without charge to the public. The University may:
      I. Enter into agreements with private vendors for the publication or production of such public information materials, by which the costs of publication or production will be borne in whole or in part by the vendor or the vendor agrees to provide additional compensation in return for the right of the vendor to select, sell, and place advertising that publicizes products or services related to and harmonious with the subject matter of the publication.
      II. Retain the right, by agreement, to approve all elements of any advertising placed in such public information materials, including the form and content thereof.
   b. Any public information materials containing advertising of any kind must include a statement providing that the inclusion of advertising in such material does not constitute an endorsement by the University of the products or services so advertised.

5. Information to Be Supplied with Requisition:
   1. Printing requirements should be planned well in advance to permit purchase in compliance with the procedures described above.
   2. Adequate information should appear on the requisition to insure that the required printing is obtained. The following list of terms may be of assistance in describing the printing desired: type style, type size, color of ink, size of paper, color of paper, weight of paper, number of pages, printing on one or both sides, printing on inside of cover, stapled, stitches, perforated, scored, folded, numbered, padded, packaged.
   3. The requisition should also include the following information: date final copy will be available; date for receipt of proof, if required; date final delivery is required; point of delivery; person to be contacted in requisitioning department if additional information is required; and any other pertinent information.
4. If samples of similar printing jobs are available, copies should be forwarded with the requisition. Should samples not be available, one copy of the document to be printed should be forwarded if available.

D. Information Technology Resources

1. Chapter 282, Florida Statutes require that information technology resources may only be acquired if approved by the agency Information Resource Manager (IRM) as part of the agency Information Resource Operating Plan or any supplement thereto. The University is committed to development, deployment and operations of a productive, cost-efficient and secure information technology environment in support of its missions. The University reviews information technology purchases as necessary to meet its commitments.

2. All software purchases of $20,000 or more are subject to review. Software purchases are those with category codes beginning with 4323.

3. All hardware purchases of communications equipment, network equipment, telecommunications and video conferencing equipment are subject to review by the Office of Information Technology regardless of dollar value. Hardware purchases of network equipment, telecommunications and video conferencing equipment are those with category codes beginning with 4319, 4320, 4322, 4511 or 8611.

4. Requisitions containing items meeting the review criteria in the Information Resource Review Policy are forwarded to the Information Resource Manager (IRM) for review. The IRM will complete the review within two (2) business days of receipt and notify the department submitting the requisition and Purchasing Services of the results of the review in writing.

   a. If approved by the IRM, the requisition may be subject to additional review under other policies and procedures. If disapproved, the requisition will be returned to the requesting department for reconsideration.

E. Term Contracts

1. Term contracts are indefinite quantity contracts whereby a contractor agrees to furnish an item(s) or services at a specified price, during a prescribed period of time (such as three, six, nine, or twelve months, or a specified date). The specified period of time or date completes such contracts.

2. A contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the University provided the terms of the contract and conditions of renewal or extension, if any, are included in the solicitations and funds are available for the first fiscal period at the time of contracting. The performance of the University of any of its obligations under a multi-term contract shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of the agreement for the current and future periods.

3. Prior to the use of a multi term bid/proposal, it shall be determined that:

   a. Estimated requirements cover the effective period of the bid/proposal and are reasonably firm and continuing; and,

   b. Such bid/proposal will serve the best interest of the University by encouraging effective competition or otherwise promoting economies in University purchasing.
4. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the order shall be paid only for supplies or services already received under the contract.

5. Departments will be contacted if purchases of a recurring nature indicate that a term contract would be advantageous. Information as to specifications and estimated annual usage shall be supplied by the using department. Amount Only Purchase orders may be used to consummate purchases against these contracts. Departments may request assistance of Purchasing Services in establishing term contracts.

6. The University may acquire any commodity which is available on any term contract or price agreement executed by the State Department of Management Services when such purchase is most advantageous to the University, with price, quality, performance and other factors considered. Any such purchases by the University are exempt from competitive bid requirements.

7. Any article, except printing, furnished by PRIDE, a private not for profit corporation established pursuant to Florida Statutes 946.515, shall be purchased by the University from this corporation, when price and quality are determined to be comparable to articles required by the University.

F. Maintenance or Service Agreement

1. Departments should carefully analyze all information and select among the following 3 equipment maintenance alternatives:

   Assumed risk (self-insure) - where no contractual agreements are entered into and the department assumes the risk for repair or replacement of equipment.
   a. Regular maintenance agreements - where department contracts for specific number of preventative maintenance visits and repairs plus parts where needed with various service providers.
   b. University Managed Maintenance program - where department pays annual premium to contract vendor and contact service provider of their choice for preventative maintenance and repair.

When considering these alternatives, consider the past experience of premium cost to maintenance and repair payouts. Also consider the value, age, and condition of the equipment as well as the frequency of use and critically of the equipment to the department.

2. Requisitions for maintenance or service agreements on office machines or laboratory equipment must include the following information:

   Location (room number) of machine and name of contact person.
   a. Name brand, model number, serial number, and decal number of equipment.
   b. Copier maintenance requisitions should also include the monthly base rate fee and the overage cost per copy.
   c. Beginning and ending dates of maintenance period.
   d. One copy of proposed maintenance agreement. Please note that the using department is not authorized to sign and approve vendor maintenance agreements. All agreements should be submitted with the requisition for signature and approval by Purchasing Services.

G. Contractual Services
1. Contractual services are defined as the rendering of a contractor of its
time and effort rather than furnishing specific commodities. This
definition applies to individuals who are not performing the duties of a
University position. The Consulting and Professional Worksheet for
contractual services shall be signed by all parties and the purchase
order issued prior to the rendering of any service. For the purposes
of this section, Construction is not considered a service.

2. All procurement of contractual services in excess of $75,000 shall be
evidenced by a written agreement embodying all provisions and
conditions of the procurement of such services. The terms and
conditions of an agreement should be stated clearly and unambiguously
in order that any person would have no difficulty in determining that
the precise duties and obligations undertaken by the University are not
in violation of any of the laws of the state relative to the expenditure of
funds.

3. At the discretion of Purchasing Services, a contractual agreement may
be required for supply items, particularly when the acquisition
involves: a term contract, the furnishing of supplies with significant
service and installation costs, the production of items from design or
performance specifications, research and development equipment,
high-value/unique/non-standard supplies and equipment, long lead time
production items, or agreements involving partial payment schedules or
definitive project phases.

4. Agreements may be necessary in procurements less than $75,000 when:

   a. The requirement for an agreement is prescribed by a commanding authority, such as grant
      subcontracts.
   b. Procurements where an agreement is necessary to protect the
      University's best interests.
   c. Complex service contracts to establish the payment method,
      payment schedule, contract deliverables, or performance
      standards.
   d. Required by the contractor.

5. Only university personnel specifically delegated the authority, in
writing, by the President are authorized to sign agreements and
financially commit the University within the limits of their delegation.
No department or individual, unless specifically delegated so, may sign
any agreement or represent in any manner whatsoever to an individual
or business that they possess the authority to bind the University. All
agreements must be signed by the person with the delegated authority.
All agreements are subject to legal review and approval prior to
signature, except for those specific agreements, conditions, and
circumstances assigned to Purchasing Services.

H. Contracts

1. Contracts for commodities or contractual services or licenses shall
consist of a purchase order or bilateral agreement signed by the
President or designee prior to or within thirty (30) days of the goods or
services being rendered by the contractor.

2. Any contract for the purchase of services or tangible personal property
for a period of excess of one fiscal year shall include the following
statement: "The State of Florida's and University's performance and
obligation to pay under this contract is contingent upon an annual
appropriation by the Legislature".
3. Extension of a contract shall be for a period not to exceed 12 months, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the initial contract.

4. A contract may contain provisions for renewal. If the commodity or contractual service is purchased as a result of a competitive solicitation, the cost of any contemplated renewal must be included in the competitive solicitation. All contract renewals are subject to sufficient annual appropriations.

5. The President shall have the authority to enter into deferred payment agreements utilizing the State of Florida Consolidated Equipment Financing Program (CEFP). When a commodity contract requires deferred payments and the payment of interest under that program, the contract will be submitted to the State of Florida Chief Financial Officer's Office for the purpose of pre-audit review and approval prior to acceptance by the University. No agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

6. In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a vendor consistent with section 672.719, F.S.

7. The total value of the contract shall be the purchase price for the initial term plus all renewal costs.

I. Carpet

1. All carpet installed at the University must meet the minimum following flammability requirements and all other safety tests associated with flooring installed at educational/healthcare institutions:

   a. ASTM E 84-80 Tunnel Test (75 or less flame spread rate)
   b. Smoke Density Test-NBS-NFPA-258 (450 or less)
   c. It is preferred that carpet meets the requirements of the CRI Green Carpet Testing Program and carpet cushion meets the requirements of the CRI Green program.

2. Physical Plant Division (PPD) is responsible for all facility work in E & G buildings. Health Science Center (HSC) Facilities' office is responsible for all facility work in the HSC buildings. IFAS Facilities' office is responsible for all facility work in the IFAS buildings. This includes carpet placement/replacement. Environmental Health & Safety (EH&S) is responsible for campus asbestos abatement. Each of the "Facility" offices is responsible for the administration and funding decisions concerning all carpet installations. Funding is provided by either them or University departments. Any required asbestos abatement activity related to "Facility" funded carpet removal is also funded by them. When existing carpet is glued to Vinyl Asbestos Tile (VAT), the VAT removal is part of the carpet removal as required by EH&S.

3. Departments wishing to replace carpet at their expense can utilize the University contacts or state contracts for this service by calling the appropriate facility office or PPD/Work Management Center. Funding is provided and contract administration is accomplished. If asbestos abatement is required during carpet removal for department-funded replacement, then the department is responsible for funding this abatement.
J. Office Furniture
   1. Any office furniture purchased must be on a State Contract, or be equivalent or less in price to a comparable item on State Contract. A written justification must be submitted with the requisition when a department wants to purchase office furniture not on a State Contract.
   2. Any requisition to purchase a special chair because the prospective occupant has "back problems" must be approved by Environmental Health & Safety Department.
   3. When selecting furniture it is preferred that:
      a. Purchases contain at least 10% postconsumer and/or 20% post-industrial material
      a. Purchases contain at least 50% Forest Stewardship Council (FSC) certified wood
   4. At the discretion of Purchasing Services, furniture may be purchased up to the following guidelines without a written justification:
      a. Office Chair - $675
      b. Sofa - $1,400
      c. Love Seat - $1,100
      d. Wing Back Chair - $800
      e. End Table - $400
      f. Coffee or 48" Conference Table - $600
   5. Other furniture purchases under $2500-The University has the option to purchase from non-contract vendors provided the cost is below $2500.
   6. Portable room partitions are walls or dividers that are a substitute for standard walls. They are usually sold by furniture suppliers and can be wired for electrical/computer/telephone. Partitions serve a valuable function when correctly installed in "open concept" interior spaces. Partitions meeting any of the following conditions will be treated as real property, will require adherence to normal administrative approval rules, and will require the completion of a Minor Project/Construction Request (Form 90). This includes partitions that:
      a. Are directly wired to the building for electricity (have a power panel) and/or telephone, data and video.
      b. Exceed 72 inches in height.
      c. Impact the existing lighting or the space to be partitioned.
      d. Attach to or abut two or more existing walls.
      e. Exceed 20 total linear feet.
      f. Have doors.
      g. Will affect the room numbering scheme.
      h. All locks must be compatible with applicable master keying for the facility in which the partition is installed.
      i. Partitions and partition installations must meet all fire, construction, and life safety codes.

K. Trade in of University Owned Property
   1. No University property may be removed or disposed of without first obtaining the approval of Asset Management Services.
   2. Departments wishing to trade in equipment must submit a requisition for the commodity to be purchased and include the following information about the equipment to be traded: noun name, model number, serial number, and UF decal number. An approved "Report of Survey" form authorizing disposal by trade-in should be sent to Asset Management Services.
3. Purchasing Services will evaluate the price for the equipment that is to be traded following established purchasing procedures.

4. University Property Services will hold the Report of Survey until the new item is received and will process the trade-in when the new item is put on the Property Master File.

5. To determine the appropriate bid/quote level requirements involving trade-in property, the value of the trade-in property and the price of any new equipment is combined together (not deducted) to calculate the net total value of the transaction.

L. Motor Vehicles

1. Purchasing Services has the authority to:
   a. Establish standard classes of motor vehicles to be leased, purchased or used by University personnel.

2. Approval - The University shall not acquire any motor vehicle or watercraft through purchase, lease, or lease purchase without Purchasing Services approval.

3. Vehiches owned, leased or operated by the University are available for official University business only.

4. It is the intent of the University to purchase vehicles with the highest fuel efficiency and therefore lowest greenhouse gas emissions. This includes hybrid and alternative fuel vehicles. Purchasing Services maintains a listing of pre-approved recommended vehicles by vehicle type and class to assist departments with choosing a vehicle for purchase. See the purchasing website for additional information on vehicle purchases. This directive applies to all automobile and truck vehicles including used vehicles. Research vehicles may be granted an exemption by the Division of Sponsored Research if the cost differential or lead time would negatively impact research.

5. The requesting department shall submit a requisition to Purchasing Services complete with the following information:
   a. A requisition containing the year, make, model, engine type (Hybrid/FFV/Diesel/Electric), color (if known), VIN (if known), and if applicable, UF Decal number of trade-in vehicle for Asset Management records.
   b. Vehicle identification information for the vehicle to be replaced or written justification from a Dean or VP for adding a vehicle to the fleet.
   c. Quote from the dealer including a detailed list of vehicle specifications. (Additional quotes will be required if the vehicle is not purchased using publicly solicited contract.)
   d. A justification regarding the particular type/style of vehicle selected. Justification should outline the specific use of the vehicle and explain the need of any extra features/optional equipment above and beyond the base vehicle configuration.

6. Environmental Health and Safety Division will receive notification of every vehicle purchase to ensure proper training, if applicable, has been completed. Operators of the following vehicles are required to complete training:
   a. 15 Passenger Vans
   b. Agricultural Farm Equipment
   c. Agricultural Tractors

7. Upon receipt of the required document, Purchasing Services shall complete the acquisition following established purchasing procedures.
Physical Plant's Motor Pool Division or IFAS Office of Facilities Planning and Operations will be responsible for processing the vehicle into the University's fleet pool.

M. Radioactive Materials and Radiation Emanating Equipment

Radioactive materials and radiation emanating equipment (lasers and X-rays) are controlled by the University's Radiation Central Office (RCO) at Environmental Health and Safety. Approvals for the purchase of radioactive materials and radiation emanating equipment must be received by the RCO in advance. Only the RCO may receive and transport radioactive substances. The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of these materials.

N. Controlled Substances

Controlled substances may be ordered by licensed personnel and must provide a copy of the license along with the requisition to Purchasing Services. The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of these materials.

O. Live Animals

Live animals may only be ordered with the approval of the Department of Animal Care Services. The using department must comply with all University guidelines and directives regarding the safety, and handling of live animals.

P. Hazardous Materials and Equipment

1. All hazardous supplies, equipment and services are controlled by Environmental Health and Safety (EHS) and must be approved by them prior to purchase. These include:

- All renovation and construction
- Air purifying respirators
- Anaerobic chamber
- Asbestos decontamination or removal
- Autoclave and sterilizer
- Autopsy supplies and equipment
- Bacteria Fungi
- Bench top fume collection cabinets
- Biological safety cabinets
- Boilers & pressure vessels
- Bulk storage tanks
- Cleaning of kitchen exhaust systems
- Compressed gas cabinets
- Disaster recovery
- Hazardous waste disposal
- Ice machines
- Isolation glove chamber
- Gas chromatographs
- Kitchen cooking appliances
- Kitchen exhaust systems
- Lab oven or furnace
- Lab vectors
- Lasers
- Liquid scintillation counter
- Microwave ovens for labs
- Ozone generators
- Personal monitoring or detection equipment (confined space meters, gas meters, survey meters and dosimeters, etc.)
- Portable air cleaning devices
- Radioactive materials
- Refrigerators & freezers for lab use
- Repair of equipment that is required to be sent off campus (certification of cleaning and decontaminating will be
• Services
  • Dioxins and Tri-, Tetra- and Pentachlorophenol
  • Electron Microscopes
  • Environmental growth chamber
  • Explosives and fireworks
  • Eyewash stations and safety showers
  • Fall protection devices (harnesses & lanyards)
  • Fire fighting equipment
  • Fire suppression systems
  • Food service equipment
  • Fume hoods
  • Self contained breathing apparatus
  • Tank and Cylinder and accessories
  • Toxins
  • Viruses
  • Walk in refrigerator or coldroom
  • X-ray machines

2. The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of hazardous materials ("Hazmat").

Q. Moving Expenses

1. Moving expenses for Faculty, Teams, and University Support Personnel System employees must be approved in advance by a Dean or Director. Only direct payments to University contract moving vendors are authorized. Authorized expenses include packing, shipping, and storage of household goods or a mobile home and reasonable expenses incurred for moving an automobile. Charges for unpacking and extra insurance are not allowed and must be paid separately by the party being moved at the time of delivery. Household goods are the personal effects and property of a current or prospective employee. Mobile home is any vehicle that is used as a primary residence by a current or prospective employee.

2. Not included in "Moving Expenses-Household Goods" are professional equipment and/or books necessary for job performance and housed at the University. Requests for moving laboratory equipment and professional books should be submitted on a separate line item of the requisition. A detailed inventory of equipment being moved must be completed and submitted to the Risk Management Office prior to the move, for insurance purposes.

   a. Requesting Department Responsibility - Submit to the Purchasing Department the requisition. The requisition for the move must include: name of the new hire, the current address or address where the goods will be moving from, the anticipated date of the move, the telephone number, and email address where the individual can be contacted. Depending on the availability of funds, the department may agree to pay the entire amount of the move, or agree to pay a fixed amount with the employee paying the remainder. In this instance, the purchase order will be for that portion of the fixed amount authorized by the department. The employee must pay the difference of the actual cost of the move when the household goods arrive at their destination.

   a. Purchasing Services’ Responsibility - To assign the move to a contracted carrier and issue the purchase order. Assist the
department and employee regarding the move.

R. Cellular Telephones

See the Cell Phone and Wireless Communication Device Directive.

S. DSL or Cable Internet Connections in Personal Residences

It is Finance and Administration's opinion that a DSL or cable internet connection at a personal residence constitutes an employee perquisite and should be processed as such through the Division of Human Resources. Please see the HR website at for complete instructions on perquisites.

T. General Safety Supplies, Equipment and Services

All general safety supplies, equipment and services need prior approval by Environmental Health and Safety (EHS) before purchase. They include:

- Defibrillator or AED's
- Ergonomic support aids
- Respiratory dust masks
- Insurance

14. Leases

Reviewed: 08/13/2008

A. Equipment Leases

1. Leases, including month to month leases and all other leases of equipment regardless of the period of time, are subject to the review and approval of Purchasing Services.

2. Interest on leases or deferred payment commodity contracts is defined as a commodity and is subject to the bid requirements if the interest exceeds $75,000 over the term. Purchasing Services may also request competitive quotes on lease rates and terms.

3. Requesting Department's Responsibilities The requesting department shall be responsible for submitting a requisition for the lease or installment purchase of equipment to Purchasing Services with the following information:

   a. Equipment specifications,
   b. Original agreement with all the terms and conditions
   c. Lease versus purchase cost analysis,
   d. A statement from the Department Chair, Dean, or appropriate Vice President guaranteeing that funds will be provided during the entire term of the lease.

4. The lease of equipment is subject to the Purchasing and bid procedures contained herein. All leases shall contain a cancellation clause, and an availability of funds clause. Leases may contain renewal options, if appropriate. Leases of equipment are generally of three types:
a. Lease with no provisions  
b. Lease with purchase option credits - provides for a percentage of monthly lease payments to be applied toward purchase in the event the option to purchase is exercised. Lease payments normally include maintenance.  
c. Installment Lease Purchase (No leasing provisions included) - provides for the title and ownership to the University upon installation. The acquisition is made over a period of time, such as 48 months, by monthly payments. Maintenance is extra and, if required, is another line item on the requisition. A copy of all back-up documents with the purchase order number indicated must be forwarded to Property Accounting.

5. Consolidated Equipment Financing Program (CEFP) Lease Agreements - Purchasing Services may submit requests for lease purchase agreements to be financed under the CEFP in the Department of Financial Services. Upon receipt of approval by the CEFP, department will submit a zero amount requisition to the supplier furnishing the equipment with required financing language.

B. Real Property Leases

Leases of real property, office space, and storage units require advanced review and approval from Purchasing Services. The process is outlined in the Florida Administrative Code, section 6C1-3.025.

15. Construction

Reviewed: 12/31/2005

A. General

1. By definition, minor projects are those building projects in which basic construction costs are estimated to be $1,000,000 or less. Major Projects are those building projects that are estimated to be more than $1,000,000.

2. A University of Florida Minor Project/Construction Permit (Form 90) is required for building projects that cannot be classified as simple maintenance or major construction.

3. If a University of Florida Minor Project/Construction Permit (Form 90) has been approved and the project is to be placed on bid to outside vendors, an email or requisition should be submitted to the Purchasing Division with plans, specifications and an approved permit attached.

4. Drawings and specifications must be clear and inclusive for bidding purposes. If inadequate for bidding purposes, the specifications will be returned to the department, in which case the department should seek assistance from their Facilities Management group.

5. All requisitions for alteration, renovation or construction projects in E&G buildings not accompanied by a University of Florida Minor Project/Construction Permit (Form 90) must be reviewed by the Physical Plant Work Management Office and the Division of Environmental Health & Safety to insure that safety requirements and
the provisions of the fire code are being met, before a purchase order is processed.

6. Bid Bonds/Bid Deposits, Performance and Payment Bonds and Certificates of Insurance:
   a. The successful bidder must additionally furnish a payment and performance bond as a security for faithful performance on contracts over $200,000. Contracts of less than $200,000 but more than $100,000 may require a payment and performance bond at the discretion of the Purchasing Director. Contracts of less than $100,000 do not require a payment and performance bond. When required, surety of such bond shall be in an amount equal to the contract. The attorney-in-fact who signs the bond must file with the bond a certificate and effective dated copy of power of attorney. Bonds will be accepted only from bonding companies licensed to do business in the State of Florida.
   b. If a firm is unable to obtain a Payment and Performance Bond, a Cashier's Check or acceptable Financial Institution's Letter of Credit may be accepted in lieu of the required bond. All Letter-of-Credit approvals must be reviewed by the University General Counsel.
   c. The successful bidder must also furnish an Insurance Certificate covering workers' compensation, property liability, property damage and vehicle liability insurance.

7. If partial payments are to be made to the contractor, this provision must be provided for in the purchase order. Partial payments are accomplished by the completion of a Certificate of Partial Payment, which is forwarded to the vendor with the purchase order.

B. Professional and Design/Build Services

The acquisition of Professional and Design/Build services are covered under University of Florida regulations, Florida Administrative Code 6C1-3.070.

C. Construction Management Services

The acquisition of Construction Management Services are covered under University of Florida regulations, Florida Administrative Code 6C1-3.071.

D. Construction Contract Bidding and Award (contractor)

The award of construction contract bidding is covered under University of Florida regulations, Florida Administrative Code 6C1-3.072.

E. Construction Bid Protests (contractor only)

The protest of construction contract bidding is covered under University of Florida regulations, Florida Administrative Code 6C1-3.073.

F. Evaluations of Professional Service Providers, Design/Builders, Construction Managers and Contractor; Disqualification Procedure
The evaluation of Professional Service Providers, Design/Builders, Construction Managers and Contractor; Disqualification Procedure is covered under University of Florida regulations, Florida Administrative Code 6C1-3.074.

G. Procedures for Payment under Unbonded Construction Projects

The procedures for Payment under Unbonded Construction Projects is covered under University of Florida regulations, Florida Administrative Code 6C1-3.075.

16. Sustainable Purchasing

Reviewed: 08/10/2010

A. Purpose
1. The purpose of this policy is to support campus sustainability at the University of Florida and to provide guidelines, information, and resources in procuring products that will minimize negative impacts on society and the environment to the greatest extent practicable.

B. Responsibilities of Departments
1. Develop and maintain information about environmentally and socially preferable products. Departments should use the list composed in this document as a guideline and may add or modify the list as needed.
2. Inform employees of their responsibilities under this policy; provide them with information about sustainable procurement opportunities. Check the Purchasing web page for frequent updates on vendor commitments to sustainability, including new annual contracts and participation in vendor shows.
3. Submit new ideas, problems or concerns to Purchasing (352) 392-1331 or e-mail purchasing@ufl.edu.

C. Best Practices and Procurement Strategies
1. Reduce waste at the point of purchase.

Faculty, staff and students can help achieve the university's waste reduction goals by practicing the three R's: reducing, reusing, and recycling. Priority should be given to reducing waste upstream by purchasing products made from recycled material that can be reused or recycled.

- Office paper, letterhead stationery, envelopes, and business cards made from recycled paper
- Office supplies
- Recycled, remanufactured, or re-filled toner cartridges
- Furniture made with a percentage of postconsumer or postindustrial material and/or FSC 50% certified wood

To reduce disposal costs and waste, choose items that can be remanufactured, recycled, or composted. Many products made from recycled materials are available and are being included in the University of Florida contracts.

Contract information is available from the Purchasing website under contracts and UF Pricing.
2. **Purchase durable and reusable goods.**

Using life-cycle cost analysis, rather than automatically choosing goods with the lowest purchase price, can help departments identify the best long-term value. Factor in a product's estimated life span as well as its energy, maintenance, consumable supplies and disposal costs.

- Consider durability and reparability of products prior to purchase.
- Invest in goods with extended warranties. Conduct routine maintenance on products/equipment.
- Save money and minimize waste by eliminating single-use items, such as non-rechargeable batteries, in favor of rechargeable batteries. Use rechargeable cartridges.

3. **Lease and rent when appropriate.**

Consider an operating lease or rental rather than a purchase or capital lease. Lease and rental contracts give vendors the responsibility for the upkeep of goods such as computers and copiers, and for managing them at the end of their useful life. Businesses that lease equipment tend to manufacture more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased. Renting is a cost-effective option for short-term equipment needs.

4. **Specify product and packaging take-back.**

- Increasingly, product vendors are offering to take back the products they sell when they become obsolete. By utilizing vendors who offer an Extended Product Responsibility (EPR) program, especially take-back, recycle, and disposal programs, departments are ensured equipment and products are disposed of properly whether recycled, donated, refurbished or disposed of without the added cost.
- Other vendors will take back used items, such as carpeting and toner cartridges, when purchasers buy new products. For example, several carpet manufacturers have invested in sophisticated recycling facilities that turn old carpet into new carpet or other goods and toner cartridges are disposed of properly or sent to be recharged and sold at a lower cost.
- Departments should require vendors to assume responsibility for some of their shipping materials, such as wooden pallets and excess packaging materials. When ordering large furniture or computer shipments request products ship blanket-wrapped or using reduced packing material.

5. **Buy goods in bulk or concentrated form.**

This practice can significantly reduce the packaging associated with lower product quantities and save costs. Carefully estimate demand when purchasing in bulk; purchasing more than is needed can create excess that becomes waste.

6. **Manage surplus effectively.**
The University of Florida can reduce waste by eliminating excess purchases. Reviewing past needs can minimize the procurement of unneeded items. Clean out your office supply cabinet and post re-usable items for UF Departments on GatorList.net or donate to local non-profit organizations such as Alachua County's Tools for Schools. Departments should utilize Asset Management Services for disposing of unwanted, out-dated property. Asset Management will effectively redistribute, recycle, or dispose of surplus property by bidding it out over the Internet through surplus on-line bids, police auctions, property warehouse, or federal warehouse. For more information see Asset Management Services Web Site: http://fa.ufl.edu/am/surplus/.

7. **Procure commodities that are certified to meet sustainability standards.**

Paper and Forest Products:

- Forest Stewardship Council - [www.fsc.org](http://www.fsc.org)
- Chlorine Free Products Association - [www.chlorinefreeproducts.org](http://www.chlorinefreeproducts.org)

Electronics and Appliances:

- Energy Star - [www.energystar.gov/purchasing](http://www.energystar.gov/purchasing)
- Electronic Product Environmental Assessment Tool (EPEAT) - [www.epeat.net](http://www.epeat.net)
  
  EPEAT has tiers of environmental performance. UF's bundled computers will meet at least the EPEAT silver standard. UF's preference is that when the certification is available on the products being purchased, all purchases of computers and monitors meet or exceed the silver EPEAT certification.

Cross-sector: (examples: cleaning supplies)

- Environmental Choice - [www.environmentalchoice.com](http://www.environmentalchoice.com)
- Green Guard - [www.greenguard.org](http://www.greenguard.org)
- Ecologo - [www.ecologo.org](http://www.ecologo.org)
- Green Seal - [www.greenseal.org](http://www.greenseal.org)
- Scientific Certification Systems - [www.scscertified.com](http://www.scscertified.com)

Carpet, Adhesives and Cushion:

- CRI Green Seal and Green Seal Plus - [www.carpet-rug.org](http://www.carpet-rug.org)

Renewable Energy:

- Green-e - [www.green-e.org](http://www.green-e.org)

Building Practices and Indoor Air Quality:

- Green Building Council (LEED) - [www.usgbc.org/leed](http://www.usgbc.org/leed)
Food:

- USDA Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade OR Marine Stewardship Council’s Blue Eco-Label

8. **Procure remanufactured goods and use refurbishing services.**

It is generally much less expensive to buy remanufactured goods such as remanufactured toner cartridges, or to use refurbishing services for computer upgrades, carpet repair, and furniture reupholster, than to buy new items. "Recharged" toner cartridges typically save departments 30 to 50 percent per sheet of paper. Remanufactured items should require no sacrifice in performance. Check with Purchasing for current contracts in place for remanufactured products.

9. **Purchase goods containing fewer toxic constituents.**

By procuring goods with fewer or no toxic chemicals, departments can reduce their hazardous waste disposal, future liability concerns, and the risk of occupational exposure and spills. Low-toxicity products such as mercury-free medical supplies, low mercury light bulbs/lamps with a content of 90 picograms per lumen-hour or less, printing ink low in volatile organic compounds (VOCs), and chrome and chlorine free cleaning supplies are increasingly available and cost-competitive. See the Cross-sector certifications to help selecting products. The University prefers all cleaning products purchased are either Green Seal or EcoLogo certified.

10. **Reduce paper use.**

- Set all printers, copiers, and fax machines to the default duplex mode if the function is available.
- Purchase office equipment that has duplex capability.
- Purchase paper with recycled content
- Utilize technology to send and store information electronically.
  - Utilize internet fax when available.
  - E-mail document files instead of faxing hardcopies.
  - Instead of having forms preprinted and stored, fill out forms online and print as needed when available and feasible.
  - Store documents electronically instead of storing hard copies.

**D. Current Guidelines in Place**

1. All University of Florida personnel will purchase recycled and environmentally preferable products whenever practicable.

2. University of Florida Departments will purchase hybrid or alternative fuel vehicles.

3. The University of Florida will have a recycle container available within a reasonable distance of soda machines and in all dining establishments where canned or bottled drinks are served: [http://www.ppd.ufl.edu/grndrr.htm](http://www.ppd.ufl.edu/grndrr.htm). Contact Physical Plant's Solid Waste Coordinator at 392-7396 or 392-1148 x 301.
4. University of Florida should promote the use of recycled and other environmentally preferable products by publicizing its sustainable procurement program. Materials produced for advertising, conferences, trade fairs, press releases, and other communications with clients and citizens can make reference to the University of Florida's commitment and leadership in the use of recycled and environmentally/socially preferable products.

5. The University Purchasing and Disbursements Department will make every effort to secure contracts with vendors that are socially and environmentally conscientious, and certified green whenever practicable.

E. Purchasing and UF's Zero Waste by 2015 Goal
   1. Purchasing recyclable or products made out of recycled material is only part of the life cycle, you must recycle whenever possible. If you are not sure about the different recycling programs on campus, visit the Physical Plant Division, Grounds Department website http://www.ppd.ufl.edu/grounds-refuse.html or call (352) 392-7396.

F. Environmentally Preferable Purchasing (EPP) Resources
   1. Resources:
      - Center for a New American Dream's Procurement Strategies (www.newdream.org/procure)
      - EPA's EPP Web Site (www.epa.gov/oppt/epp)
      - EPPNet (www.nerc.org/eppnet.html)
      - INFORM (www.informinc.org)
      - Office of the Federal Environmental Executive (www.ofee.gov)

   2. Examples of environmentally preferred products:
      - Recycled paper and paper products
      - Remanufactured laser printer toner cartridges
      - Energy Star Rated computers and appliances
      - Rechargeable batteries
      - Re-refined lubrication, hydraulic oils, and antifreeze
      - Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts
      - Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation
      - Re-crushed cement concrete aggregate and asphalt
      - Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash
      - Compost, mulch, and other organics including recycled biosolid products
      - Re-manufactured and/or low or VOC-free paint
      - Cleaning products with lowered toxicity
      - Energy saving products
      - Waste-reducing products
      - Water-saving products

G. Socially Responsible/Ethical Purchasing Standards
   1. In demonstrating a commitment to sustainability and seeking to ensure safe and healthy workplaces for the people who make products for the University of Florida, purchasers should strive to ensure that the products they purchase meet International Labor Organization (ILO) manufacturing standards and Fair Trade Labeling standards.
Learn more about the importance of ethical purchasing:

- Verité (www.verite.org)
- Workers Rights Consortium (www.workersrights.org)
- Silicon Valley Toxics Coalition (svtc.igc.org/svtc/)

H. Glossary

1. **Environmentally Preferable Products** are products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

2. **Green Purchasing** means purchasers take into consideration the environmental impact of products when making purchasing decisions, giving preference to more environmentally friendly products when quality and price are equal or superior.

3. **Recycled Products** are products manufactured with waste material that has been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.

4. **Sustainability** means meeting today’s needs without compromising the ability of future generations to satisfy their needs.

5. **Waste Prevention** means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

6. **Reuse** means repairing what is broken or giving it to someone who can repair it or use it in its current state.

7. **Reduce** means using less of products and utilizing other means of doing business when available to reduce the amount and toxicity of trash discarded.

8. **Recycle** means to reprocess and reuse used material.

9. **Life Cycle Evaluation** is an evaluation of the major environmental impacts in each life-cycle stage of a product category including resource extraction, production, distribution, use, and eventual disposal or recycling. The evaluation considers energy, resource use, and emissions to air, water, and land, as well as other environmental and health impacts. The purpose of this evaluation is to identify significant life-cycle stages to be addressed.

10. **Life Cycle Cost Analysis** is an economic evaluation technique that determines the total cost of owning and operating a building or equipment.

11. **Rechargeable** means to replenish the amount of electric power in something, especially a battery.

12. **Extended Producer Responsibility (EPR)** is vendors taking on the responsibility for the environmental impacts of their products through the entire product’s life cycle; especially the take-back, recycle, and disposal programs.

13. **Leasing** is a legal rental contract allowing somebody exclusive possession of another's property for a specific time in return for a payment.
14. **Certification** an official document or seal providing evidence and details of something that is authentic and verified by a third party.

I. **Exemptions**
   1. Nothing in this directive should be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

**Disbursements**

1. **Introduction and Contact Information**

Reviewed: 06/24/2011

A. University Disbursement Services is a unit of the University Controller's Office, also known as Finance and Accounting. This section of the Directives and Procedures will focus on the payment or disbursement process.

B. The intent of these Directives and Procedures is to provide the campus community with uniform and consistent direction relative to "what are allowable expenditures" and what is the appropriate method of processing invoices and related transactions, as well as ensuring timely payment. University Disbursement Services will be glad to assist with expenditure and payment issues and can be reached at 352-392-1241.

2. **Definitions**

Reviewed: 06/24/2011

A. **Accounts Payable** - In accounting, accounts payable are debts resulting from purchasing goods or receiving services on credit or on an open account. You have accounts payable when you have not yet paid for the goods or services you have received.

B. **Advance Payment** - Payments made to a vendor before goods and/or services are received.

C. **Cash Expense Refund** - Cash expense refunds are reimbursements (including reimbursements from employees), rebates, and moneys returned from a vendor.

D. **Commodity** - Any of the various supplies, materials, goods, merchandise, food, equipment and other tangible property purchased, leased or otherwise contracted for by the university.

E. **Department Security Administrator (DSA)** - Each department has a DSA. DSA's request the required MyUFL security roles to be associated with a user.

F. **Direct Support Organization (DSO)** - An entity organized and operated exclusively to receive, hold, invest and administer property and to make expenditures to or for the benefit of the University.

G. **Discount** - An allowance extended by a vendor to encourage payment of an invoice on or before a stated date that is earlier than the NET (due) date and which is agreed to by the vendor and the University.

H. **Employee Reimbursement** - Reimbursement to an employee for expenses incurred in connection with authorized university business.

I. **Encumbrance** - An encumbrance represents a commitment, which generally results from the issuance of a purchase order for which goods or services being purchased have not yet been received. Since the goods or services being purchased have not been received, they are not considered a liability and therefore, no legal obligation to pay exists. Encumbrances are deducted from
bottle balances. This is done as a budgetary control and should not be construed as an actual expenditure of moneys.

J. **Encumbered Disbursement** - Payment to a vendor applied against an encumbrance.

K. **Invoice** - A written document delivered to a purchaser showing the quantity, price, terms, nature of delivery, and other particulars of goods or services sold or services rendered.

L. **Perquisites** - Any tangible privilege or gain beyond salary and entitlements provided to administrators, faculty or other employees, including but not limited to housing allowance, car allowance, uniforms, etc.

M. **Revenue Refunds** - A revenue refund is a return of previously recorded revenue to a granting agency, a return of fees or charges.

N. **Unencumbered Disbursement** - Payment to a vendor where an encumbrance does not exist.

O. **Vendor** - Someone who exchanges goods or services for money.

P. **Vendor Invoice** - A detailed list of goods shipped or services rendered, with an account of all costs; an itemized bill.

Q. **Voucher** - A voucher is an online request for payment that holds invoice information and creates a payment schedule.

### 3. Expenditure Policy

**Reviewed: 06/26/2011**

**A. General Guidelines**

As a general rule, moneys may only be expended for reasonable and appropriate goods or services necessary to accomplish the mission of the University. It is important that the University maintain a positive reputation for being a good steward of all moneys, whether public or privately donated. It is also recognized that it is equally important that sound fiscal processes be in place that will facilitate the needs of the University Community in an efficient and effective manner. The intent of this section is to provide uniform and consistent direction relative to "what are allowable expenditures."

To be an allowable expenditure, a clear business purpose must exist. Items that would appear to be of a personal nature, rather than directly benefiting the University would normally not be allowed. Examples of items that are not normally allowed are listed below. Since there may be exceptions to some of the items on this list, additional information is provided (See section 4 - Guidance for Certain Types of Expenditures).

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<thead>
<tr>
<th>Item</th>
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<td>alcoholic beverages</td>
<td>portable heaters</td>
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<tr>
<td>fans</td>
<td>refrigerators</td>
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<tr>
<td>stoves</td>
<td>microwaves</td>
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<tr>
<td>coffee pots and supplies</td>
<td>picture frames</td>
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<tr>
<td>wall hangings</td>
<td>various decorations</td>
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<tr>
<td>first class travel</td>
<td>food items</td>
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<td>gifts</td>
<td>political contributions</td>
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The above list is not intended to be all inclusive and a more in depth discussion will follow (See section 4 - Guidance for Certain Types of Expenditures) relating to certain types of expenditures. Exceptions may be made in certain instances where circumstances justify an exception and a clear business purpose exists.

B. Allowable Expenditures Based on Fund Source

1. State Appropriations - State appropriations (Reference Guide) must be expended in accordance with the State Department of Financial Services, Division of Accounting and Auditing.

Additionally, it continues to be the policy of the State Department of Financial Services that an expenditure of State (E&G) moneys must be authorized by law and the expenditure must meet the intent and spirit of the law authorizing the payment. In cases where the item for payment is generally used solely for the personal convenience of employees (for example: portable heaters, fans, refrigerators, stoves, microwaves, coffee pots and supplies, picture frames, wall hangings, various decorations, etc.) and which generally are not necessary in order for the University to carry out its statutory duties, the unit must provide justification for the purchase of these items or perquisite approval by an appropriate official. Also, E&G moneys cannot be expended to satisfy the personal preference of employees (for example: a University may not purchase more expensive office furniture or equipment than is necessary to perform its official duties because the employee prefers a more expensive item).

2. Auxiliary Funds - Moneys generated by an Auxiliary Department of the University are not considered appropriated and therefore are not subject to the expenditure guidelines for appropriations set forth by the State Department of Financial Services, Division of Accounting and Auditing.

Generally, Auxiliary moneys may be expended for any goods and services necessary to fulfill the mission and programmatic needs for which the Auxiliary was established. Certain auxiliary operations must operate similar to a private entity operating a business. The Auxiliary will be given discretion over determining appropriate programmatic needs and will be required to retain all necessary documentation for audit purposes to support all expenditures made by the Auxiliary in compliance with these Directives and Procedures.

These Directives and Procedures notwithstanding, the following goods and/or services may not be purchased with Auxiliary moneys under any circumstances:

- Alcohol (see alcohol in section 1.4.13.4(A))
- Congratulatory telegrams
- Entertainment for visiting dignitaries
- First class travel
- Flowers and/or telegraphic condolences

3. Contract & Grant funds - Sponsored Projects/Contracts and Grant moneys are generally more restrictive in that expenditures must
generally meet specific budgetary requirements of the project. However, such projects may also specify payments that would otherwise not be allowed, such as payments to research participants and certain items of a personal nature that are necessary as part of the sponsored project, such as food or clothing items. Funds 201 (Federal) and 209 (Non-Federal) shall not be used for entertainment and food expenses unless specifically allowed by the sponsor of said contract or grant. For these funds, the University will continue to use the expenditure guidelines for appropriations set forth by the State Department of Financial Services, Division of Accounting and Auditing.

Funds 211 (Returned Overhead), 212 (Residual Balances) and 213 (UFRF Allocations) are discretionary moneys restricted for purposes of supporting research.

4. Other Funds
   a. **Fund 171 - Transfers from Component Units:**

      UF functions as a fiscal agent on behalf of the component units (DSO). As a fiscal agent, expenditure rules are guided by a Memorandum of Understanding (MOU) and donor specific restrictions. All expenditures are allowable as provided in the MOU and the donor restrictions noted in the MyUFL system. Generally, the expenditures need to be reasonable and benefit the University and its mission. All expenditures must have written justification suitable for auditing purposes (must be sufficient to determine the purpose and benefit).

      University Directives and Procedures require that Faculty Practice Plan Funds (FPP) be expended for purposes consistent with and supportive of the objectives of the respective College, the Health Science Center, and the University of Florida, and in accordance with approved faculty practice plans for the Colleges of Medicine, Dentistry, Public Health and Health Professions, Nursing, Pharmacy, and Veterinary Medicine. Such expenditures may be made, subject to the discretion and approval of the Dean of the respective College or his/her designee, for items such as enrichment of the academic activities of a department, provision of appropriate salary and certain fringe benefits to designated faculty of the respective College, reimbursement of costs incurred in meeting professional responsibilities subject to the University's limits on travel reimbursements, support of research and educational programs, procurement of research or medical equipment subject to the University's procurement policies, and defrayal of departmental operational expenses.

      See section 1.4.13.4(N) below for more guidance on DSO expenditures.

      See section 1.4.13.4(N) below for more guidance on DSO expenditures.
b. **Fund 179 - C&G - Other Miscellaneous Donations:**

   This fund is primarily used for non-research miscellaneous donations or incidental revenues. Generally, the use of these moneys should follow the same guidelines as appropriations and must be expended in accordance with the State Department of Financial Services, Division of Accounting and Auditing, Reference Guide for State Expenditures. For donated money, the donor specific restrictions if more restrictive, would govern their use.

5. **Concession Funds**

   It is University policy that receipts generated through vending machine collections shall be deposited in what is generally referred to as the Concession Fund. Documentation for expenditures from the Concession Fund shall provide adequate information for pre-audit and post-audit review, including adequate description and purpose of the expenditure, and shall support a bona fide University purpose. Expenditure may only be made for purpose consistent with and supportive of the mission and objectives of the University of Florida. Expenditures form the Concession Fund may not be made for alcoholic beverages, contributions to political or religious organizations, fines and penalties resulting from violation of the law or local government ordinances, or other items not of benefit to the University. Other expenditures that may not be paid from the Concession Fund include travel for University employees and students.

   The Concession Fund budget shall be approved by the Concession Fund Review Committee that is comprised of the Provost, the Vice President for Business Affairs, and the Chief Financial Officer and shall be included in the University's annual operating budget. Allocations are on a fiscal year basis. Allocations not spent by June 30 revert back to the Fund. The University Controller will prepare and submit a monthly financial statement for the Concession Fund, which reports receipts, disbursements, and the budget status of each allocation.

4. **Guidelines for Certain Types of Expenditures**

   Reviewed: 01/19/2012

A. **Alcohol** - The University is always at risk when alcohol is involved. Such events should be managed with common sense and due care. Alcohol cannot be charged to E&G funds. Amounts expended from discretionary funds for the purchase of alcohol must be reasonable.

   Alcohol purchases are allowed to be charged against the following funds:

   1. Non-fee Collected Events - Foundation and AEF funds only
   2. Fee Collected Events - Auxiliary, AEF, Agency, and Foundation funds only.
B. **Awards** - Each department head is authorized to incur expenditures for giving awards in the following situations:

1. Retiring employees whose service has been satisfactory and other employees who demonstrate satisfactory service to the university may be awarded suitable framed certificates, pins and other tokens of appreciation and recognition. Awards may not exceed $100 each.

2. See section 4(P)(1)(f) for guidelines concerning gifts using foundation moneys and section 4(O)(2)(b) or guidelines concerning gifts using AEF moneys.

C. **Contributions to Charitable or Political Organizations**

1. Payments to a Political Action Committee (PAC) included within a membership fee - allowable for all funds.

2. Amount paid to a PAC within a membership fee that is separately distinguishable - allowable on fund 171 only.

3. No other political contributions are allowable.

4. Lobbying - allowable on fund 171 only.

5. Charitable contributions - allowable on fund 171 AEF funds only.

D. **Educational Courses** - Departments may pay for educational training and courses that are designed to improve the efficiency of a qualified employee when the courses are directly related to the employee's current job duties. Educational courses intended to prepare an employee for a job primarily of benefit to the employee and only indirectly beneficial to the university, do not constitute a proper expenditure of moneys.

E. **Employee reimbursements** - Reimbursement to an employee for expenses incurred in connection with authorized university business can be claimed when the expenses meet the following university guidelines.

1. Moneys are available to support the proposed expenditure.

2. All reimbursements should be approved by the departmental individual with budgetary responsibilities.

3. All expenditures follow appropriate university directives, regardless of the source of funds, unless specifically exempted by an external agency, grantee, or donor.

4. All disbursements and expenditures must have written justification suitable for auditing purposes.

F. **Entertainment** - The university may pay or reimburse expenditures relating to entertainment when the purpose is fundraising, recruitment, promotion of the university, or entertainment for guests of the university by designated university officials. For purposes of these Directives and procedures, "designated university officials" include deans, vice presidents, development officers, senior administrators, and other employees who have been asked to serve in a host capacity. Examples of entertainment expenditures include food, beverages, admission charges, flowers, mementos and other miscellaneous expenses. Entertainment expenditures must be reasonable, prudent, appropriate to the occasion and consistent with the University's mission. Entertainment expenses are generally allowed only from Direct Support Organization funding sources.

G. **Equipment Leases** - All lease payments made on behalf of the University of Florida must be encumbered and processed as encumbered payments. Recurring payments should not be made until the majority of the service has been received. For monthly installments, payments should not be made until the 24th of the month. For quarterly installments, payments should not be made prior to the 24th of the second month of the quarter.
H. **Furniture** - Departments should purchase office and public area furniture in accordance with the contract (State or university) in effect at the time of purchase.

If a department needs to purchase furniture not available on contract in order to provide a reasonable accommodation under the ADA, the department should contact the UF ADA Compliance Office.

I. **Gift Cards** - Gift cards are always considered taxable income and therefore may not be purchased utilizing any University funding source. The only exception to this policy is the purchase of gift cards for research participant payments. This is an allowable expenditure. See Section 4 (Q)(5)(c).

J. **Honorarium** - An honorarium is a payment made to an individual for participation in a University sponsored lecture, seminar, concert or other creative work. The services involved vary, but are generally associated with oral presentations made at university sponsored functions. The arrangement between the individual and the university is informal. It does not involve a contract and invoicing is not required. The department should process the transaction as an unencumbered payment. A Consulting and Professional Worksheet form must also be completed. If the arrangement includes reimbursement for travel expenses, these expenses may be included on the same unencumbered voucher as the honoraria payment. University faculty and staff cannot receive honoraria from the University and must be paid through payroll.

K. **Levies**
   1. Department of Revenue - The Department of Revenue will periodically provide the university with a file of vendors with delinquent state taxes. Upon receiving a request for payment (voucher) to one of these delinquent vendors, the payment will be denied. Vendors should be directed to contact the Department of Revenue if they have any questions concerning the tax delinquency. Once the delinquent tax liability has been resolved with the Department of Revenue, the payment request can be resubmitted for processing. The receipt for resolution of the delinquent taxes provided from the Department of Revenue must be included with the resubmitted payment request.
   2. Internal Revenue Service - Levies are received by from the Internal Revenue Service (IRS) notifying the State that federal taxes are owed by a particular vendor. Upon receipt of the levies, a flag is placed on the Federal Employer Identification Number (FEIN) and the vendor name to ensure that any payment made to that vendor is scheduled to the U.S. Treasury on behalf of the vendor. When release of levy is received from the IRS indicating that a vendor has satisfied the levy requirements, the flag will be removed from the FEIN and vendor name.

L. **Lobbyist** - Payments to a lobbyist are prohibited from E&G funds to pay a person that is not an employee, for the purpose of lobbying the Florida Legislature. Moneys for salaries, travel expenses, and per diem may be used for lobbying purposes of full time employees of the university, but funds may not be used to retain, by contract, an outside lobbyist.

M. **Memberships** - The University Controller has the responsibility for the approval of those memberships found to be essential to the conduct of statutory duties and responsibilities of the University. The following criteria should be utilized by departments when initiating payments for memberships:
   1. The purposes, activities, and publications of the organization are consistent with the statutory duties and responsibilities of the organizational unit, officer, or employee requesting the membership.
2. The services, activities, and publications of the organization provide a direct benefit to the public purpose, work, and objectives of the organizational unit, officer, or employee requesting the membership.

3. The records of the association, organization or group are open to inspection to any citizen of Florida as provided by Section 119.01, Florida Statutes.

4. To determine if an organization is on the University's approved list of memberships, check the following link: http://fa.ufl.edu/uds/. If an organization is not on this list, the procedures for obtaining membership approvals are as follows:

5. Request for Organizational Membership Approval must be submitted to Purchasing and Disbursement Services, PO Box 115350, for routing to the President or his designee. Each request must be fully completed and contain:
   a. Complete name or title of the organization.
   b. Complete mailing address of the organization.
   c. Period (inclusive dates) for which membership dues will be paid.
   d. Total amount to be paid for membership.
   e. Purpose and justification for membership.
   f. Type of membership and/or name of each officer and employee for which the membership dues are to be paid.
   g. Individual memberships may be approved provided the following practices are adhered to:
      1. Certification by the organization that it does not accept institutional memberships.
      2. The membership is essential to the statutory duties and responsibilities of the University.

6. Approval shall not be granted to pay membership dues for maintenance of an individual's professional or trade status in any association or organization, except in those instances where agency membership is necessary and purchase of an individual membership is more economical.

7. A current (within the past 5 years) signed statement by an authorized representative of the organization stating that their records are open for inspection by any citizen of the State of Florida must be on file in Purchasing and Disbursement Services. It shall be the responsibility of the individual department to obtain the required open-record statement. The Open Record Certification for Payment of Membership form must be utilized and sent to the organization to accomplish this requirement. This form is required when state appropriation moneys are being used to pay for the membership (funds 101-103, 111-113, 121, 122, 132, 192, 196, 221, 222, 231-235).

8. The department will be notified upon the approval or disapproval of their request. Once approved, the organization will be included in the approved list of memberships. If approved, an unencumbered voucher should be input into the MyUFL system to pay the required membership invoice. Subsequent year's payments may be processed as long as a valid open records statement from the organization is on file.

9. A payment for a membership for multiple years will be allowed with a justification documenting a cost savings to the University. Lifetime memberships are not allowed.

10. If late fees or contributions are included in the cost of a membership, they must be deducted from the total cost of the membership before
paid. Lobbying fees may be paid only if the fund source is Foundation or Agency.

N. **Moving Expenses**

1. **Definitions** - For the purpose of clarity and uniformity, the following terms shall have the meaning indicated:
   a. Moving Expenses - limited to the cost of packing, shipping, and storage of household goods or a mobile home, and reasonable expenses incurred for moving an automobile.
   b. Household Goods - personal effects and property of a current or prospective employee.
   c. Mobile Home - any vehicle which is used as a home by a current or prospective employee.
   d. Gross Weight - the total weight of the truck and its contents.

2. **Items not Included In Moving Expense**
   a. "Moving Expenses" as defined above does not include professional equipment and/or books necessary for job performance and housed at the university. Requests for moving laboratory equipment and professional books should be submitted on a separate requisition or separate line item, charged to freight. Approximate value of items to be shipped should be indicated for insurance purposes.
   b. Expenses associated with the personal movement of the employee or family members cannot be paid. Payment is limited to 15,000 lbs net weight unless approved by a Vice President.
   c. Moving expense does not include unpacking.

3. **Approvals**
   a. No commitment to expend moneys for the payment of moving expenses shall be made unless prior approval from Purchasing is obtained.
   b. A move of less than 15,000 lbs gross weight may be approved by a Dean or Director if approved in advance of the move.
   c. A move of more than 15,000 lbs or a move which has already occurred may be approved by the Provost, Vice Provost, or a Vice President, if the exceptional circumstances justify the approval.
   d. The approval must be on a fully completed "Request for Approval to Pay Moving Expenses" form (PUR 306).

4. **Action by the Requesting Department**
   a. A Requisition must include detailed information regarding the move, i.e., place of origin, date of anticipated move, addresses, telephone numbers, and the name of the person to be contacted.
   b. Purchasing will prepare a bid or quotation, unless move is by a vendor on Annual Contract.
   c. Depending on the availability of moneys, the department may agree to pay the entire amount of the move, or agree to pay a fixed amount with the employee paying the remainder. In this instance, the Purchase Order will be for that portion of the fixed amount authorized by the department. The employee must pay the difference between the amount authorized by the department and the actual cost of the move when the household goods arrive at their destination.
d. At the time the Requisition is prepared, a "Request for Authority to Pay Moving Expenses" form must also be prepared. The department must forward the approved form together with the Requisition to Purchasing.

5. Action by University Purchasing - Upon receipt of the above, Purchasing will take the following action:
   a. Assign move to contracted carrier.
   b. Upon receipt of all the documentation and estimate from the carrier, the Purchase Order is issued.
   c. The move is coordinated by Purchasing with the carrier, the employee being moved, and the funding department.

6. Self Move - There are times that a department is allowing only a small amount toward moving expenses and in those instances the new faculty/staff member may elect to move their own household goods via U-Haul, Penske or some other self moving truck rental company. Should this be the case, there are a few guidelines that should help at the time of reimbursement.

7. The University does not have a contract with any truck rental companies.

8. The move will be paid for by the staff member and reimbursement will come after the receipts are received in the department. The request will need to be sent through University Payroll and Tax Services for review.

   University Payroll and Tax Services contact information:
   University Payroll and Tax Services
   PO Box 113203
   352-392-1324

9. What the Department must do prior to the move.
   a. Complete the Approval to Pay Moving Expenses form - on the Purchasing Web page.
   b. Obtain the proper signatures on that form prior to the move.

10. What the Faculty/Staff member must do.
   a. Rent the Truck and any equipment necessary to complete the household move (ex: a hand truck for heavy items).
   b. Purchase boxes, tape, packing materials and obtain receipts.
   c. Obtain receipts for all fuel purchased for the moving truck.
   d. Obtain receipts for tolls if applicable.
   e. Decline any type of insurance offered unless the faculty/staff member is willing to pay for it. The University of Florida cannot reimburse for any type of insurance. (Advise the faculty/staff member to check on their homeowners and auto policies for items in transit overage they may have it).
   f. Submit all receipts pertaining to the move of Household Goods ONLY. The University does not consider meal expenses as moving expenses.

11. What the Department does after the move.
   a. Verifies the receipts submitted by the faculty/staff member pertain only to the moving of household goods.
b. Verifies there is no charge for insurance that is being requested for reimbursement.

c. Submits copy of Approval form to Purchasing. Purchasing does not process the reimbursement.

d. Submits to University Payroll and Tax Services - Cover sheet with the Approval to Pay Moving Expenses form and the valid receipts. University Payroll and Tax Services reviews submittal to determine appropriate method of reimbursement (Payroll or Unencumbered Payment).

O. **Non Resident Alien Payments (NRA - Individuals or Corporations)** - Payments for NRA's are made through the payroll system in MyUFL when the work is performed in the United States whether a tax treaty exists with their home country or not. Resident aliens and NRA's who only performed work in their home country will be paid through Accounts Payable with an encumbered disbursement. Contact University Payroll and Tax Services at 352-392-1324 before processing any NRA payments in Accounts Payable.

P. **Payments with Component Unit Moneys - Foundation, AEF, and FCPA**

1. **Foundation Fund** - In accordance with Florida Statutes Section 1004.28, the University of Florida will serve as a processing agent for DSO expenditures. Expenditures of DSO moneys for and on behalf of UF will be made within the MyUFL system.
   a. Campus departments must follow all UF business processes when expending DSO moneys including:
      1. Competitive procurement thresholds and processes (including bid/quote limits) apply to any items procured for UF using DSO moneys.
      3. Limitations on which types of expenses will be allowed to be paid unencumbered.
      4. UF directives on travel reimbursements (actual lodging and the State of Florida rates for meals and mileage), including pre-approval and reimbursement of travel in MyUFL.
      5. UF faculty and staff who are entertaining prospective candidates, speakers, consultants, etc., should charge those costs to entertainment expense account in MyUFL. The actual amounts of reasonable and appropriate entertainment expenses may be reimbursed (See section (4)(F) - Entertainment).
      6. Travel and entertainment expenses for fund raising and development purposes, or otherwise for the purpose of accomplishing the express mission of the DSO, will continue to be processed directly by the DSO in accordance with its policies.

b. All funds shall be administered with due regard to conditions attached to the gift and governing statutes and rules, in accordance with what is reasonable and equitable, and lastly, in the manner in which persons of ordinary prudence would act in the management of the property of another. It is important to judge all expenditures in light of the DSO's responsibility to the public and its donors. There are four basic criteria which determine the legitimate use of DSO funds:
   1. The use must be reasonable and benefit the University.
2. The use must fall within the donor's intent for the gift.
3. The use must not jeopardize the DSO's tax-exempt status.
4. The use must comply with all applicable statutes and regulations.

c. No DSO moneys may be used for:
   1. First class travel.
   2. Private club memberships.
   3. Lavish or extravagant entertainment.
   4. Political or charitable contributions.
   5. Personal benefit to an individual (other than an incidental benefit).

d. All disbursements and expenditures must have written documentation suitable for auditing purposes.

e. The UF Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) govern all expenditures relating to research on human or animal subjects. All Fund Administrators must be familiar with these requirements and are responsible for complying with all applicable IRB and IACUC rules and regulations.

f. Gifts to Employees - In accordance with IRS regulations, generally gifts to employees must have a value of $25 or less to avoid being taxable income to the employee. Cash and gift certificates are always considered taxable income and therefore may not be given. Gifts for significant occasions (e.g. retirement) may be eligible for exception to these regulations; please contact the DSO's Accounting Department. Such a gift could have tax implications to the individual receiving the gift.

g. If the DSO discovers a problem with an expenditure (including violation of donor restrictions), then the DSO will notify the UF Controller, who will be responsible for assuring the campus department reimburses the moneys that were inappropriately or improperly disbursed.

2. Faculty Practice Plan Funds (FPP) - It is policy that Faculty Practice Plan funds be expended for purposes consistent with and supportive of the objectives of the respective College, the Health Science Center, and the University of Florida, and in accordance with approved faculty practice plans for the Colleges of Medicine, Dentistry, Public Health and Health Professions, Nursing, Pharmacy, and Veterinary Medicine. Such expenditures may be made. Subject to the discretion and approval of the Dean of the respective College or his/her designee, for items such as enrichment of the academic activities of a department, provision of appropriate salary and certain fringe benefits to designated faculty of the respective College, reimbursement of costs incurred in meeting professional responsibilities subject to the University's limits on travel reimbursements, support of research and educational programs, procurement of research or medical equipment subject to the University's procurement policies, and defrayal of departmental operational expenses. Items that should NOT be paid for from FPP include:
a. Personal or other expenses not having a direct business purpose associated with the mission of the College.

Exceptions to this policy:

I. Expenditures for food and soft beverages would be allowed if made for meeting purposes, and are supported by a statement of business purpose and a list of attendees.

II. Expenditures for food and beverages would be allowed if made for entertaining or recruitment purposes, and are supported by a statement of business purpose and a list of attendees.

III. Expenditures for coffee and water services for departments would be allowed.

b. Nonmonetary gifts not allowable under IRS regulations (i.e., permitted gifts must be nonmonetary, infrequent, and de minimus having a value of $75.00 or less, except that employee length of service awards, such as gifts, may have a value of up to $400.00, subject to IRS requirements)

c. Gift certificates or monetary gifts for any purpose or any amount.

d. Costs of holiday, retirement, or miscellaneous parties which are frequent, or for which the value of the benefits to participants is unreasonable, lavish, or extravagant.

e. Tobacco products.

f. Parking decals for personal automobiles.

g. Consultant fees to any state employee.

h. Petty cash funds unless approved by the Controller of the University of Florida with approved controls and guidelines.

i. First class or business class air travel, except that business class travel on flights lasting longer than nine hours is acceptable; air flight life/accident insurance.

j. Contributions to political organizations.

k. Fines and penalties resulting from violation of the law or local government ordinances.

Exceptions to this policy, unless already noted, are permitted only with the express written authorization of the Senior Vice President, Health Affairs. Colleges may enact a policy which is more, but not less, restrictive than this Health Science Center-wide policy.

3. FCPA Funds - Fund 171, Source of HSCFCPA will be utilizing the policies developed by the FCPA. These policies can be found on the FCPA Portal which can be reached at: https://portal.comfs.ufl.edu/. The Portal uses GatorLink authentication. Once in, you can navigate to the FCPA -> AP -> APDocuments -> Public -> FCPA_AP_Policies to reach the document.

Q. Payments to Research Participants

1. Introduction - This directive is intended to provide guidance and direction for payments to research participants in research studies approved by the Institutional Review Board (IRB) conducted at the University of Florida, in accordance with applicable Federal regulations and University research guidelines. This directive also applies to all gift
cards issued to research participants, whether the cards are purchased by the University or are supplied directly by the sponsoring agency.

2. Participant Documentation - A Research Stipend Fund Expenditure Log (See forms on Finance and Accounting website) should be completed. This form will also be used for research stipend fund or gift card reconciliation and sponsoring agency documentation.

3. Nonresident Alien Participant - If the participant is a nonresident alien, payment will be through the University payroll system as additional pay. Taxes will be withheld and an IRS Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, will be issued at the end of the year. Contact University Payroll & Tax Services since multiple tax forms will need to be completed, including obtaining a tax identification number for a non-employee.

4. Research Participants Other than Nonresident Aliens - There are 3 options for payment to these research participants:
   a. Issue an accounts payable check to the research participant after obtaining the required information to establish the participant as a vendor. An IRS Form 1099-MISC, Miscellaneous Income, will be issued at the end of the year if payments total $600 or more.
   b. Pay the research participant in cash from a research stipend fund. Information on research stipend funds can be found in the section of directives and procedures entitled Cash, Collections, Receivables, and Investments.
   c. Issue the research participant a gift card. Gift cards are defined as any cash alternative including gas vouchers, travelerv's checks, debit cards and gift certificates. The purchase or use of gift cards to use for this purpose requires additional documentation. If the gift cards are purchased using a restricted grant (funds 201 and 209), the granting agency must give approval. If another source of funds is used, the Dean, Director, or Department Head must justify and approve the use of gift cards for payment to research participants. A UF purchasing card may not be used to acquire the gift cards; purchases may only be made with a voucher.

5. Cash or Gift Card Payments of more than $600 in a Calendar Year - If payments to any participant receiving cash or gift cards total $600 or more in a calendar year, it is the responsibility of the department to provide the necessary information to Disbursement Services by January 15th of the following year so that an IRS Form 1099-MISC, Miscellaneous Income, can be generated. Best practice is to obtain IRS Form W-9, Request for Taxpayer Identification Number and Certification, initially from each participant for compliance to IRS Form 1099 information reporting.

6. Internal Control Over Gift Cards - It is the responsibility of the department to maintain the same level of internal control over gift cards purchased to pay research participants as required over a research stipend fund. This includes storing the gift cards in a secure place; providing segregation of duties so that the employee processing the voucher to procure the gift cards is not the employee who has custody or assigns the gift cards; maintaining a log of gift card recipients; and providing high level (Dean or designee) oversight of the gift card process.

R. Perquisites - Perquisites means those things, or the use thereof, or services of a kind which confer on the officers or employees receiving some benefit that is in the nature of additional compensation, or which reduces to some extent the
normal personal expenses of the officer or employee receiving the same, and shall include, but not be limited to, such things as quarters, subsistence, utilities, laundry services, medical service, use of vehicles for other than university purposes.

Perquisites may be furnished only when in the best interest of the university due to the exceptional or unique requirements of the position. Items that are required by the employer for safety, security or health purposes such as uniforms, safety equipment, special footwear, protective clothing etc., and are issued or purchased by the university are considered non-reportable/non-taxable items for federal tax purposes and may be purchased.

Before purchasing items which require approval as perquisites, a Request for Approval of Perquisite or Sale of Goods and Services Form HR-400 must be completed and approved.

S. Promotional Items - The purchase of promotional and/or advertising expenses are not allowed using E&G moneys. These type expenditures are allowed using other moneys as long as a clear University business purpose exists.

T. Recruitment expenses - The University of Florida will reimburse certain expenses incurred during the recruitment process, dependent on department or college funding. Any department seeking to recruit for a position may, with the approval of its Dean, Director or Department Head, pay either full or partial travel expenses of candidates for the position. Interview costs are the responsibility of the department involved.

When approval by the Dean, Director or Department Head has been obtained, the department can proceed with arrangements for interviews. All candidates should be advised of allowable expenses prior to the interview.

1. Tax issues - Before an offer is accepted, payment of authorized recruitment expenses such as airfare, hotel, and meals incurred during the recruitment process is not taxable to the prospective employee. A detailed accounting of all recruiting expenses is required.

   After an offer of employment has been accepted however, the employer/employee relationship is established and pre-move house hunting expenses incurred by the employee and family are considered taxable/reportable income.

   2. Reimbursements
      a. Reimbursement of Travel Expenses to Prospective Employees
         - Prospective employees may be reimbursed for the following expenses incurred during the recruitment process:

            0. Cost of transportation to and from the interview site, including local transportation.
               1. Actual cost of lodging.
               3. Expenses for transportation, food, and lodging for accompanying guest (generally limited to one visit).

Travel expenses will be reimbursed in accordance with University Travel Directives and Procedures and at rates specified in those directives. Requests for reimbursement of
travel expenses must be processed through the Travel and Expense module in MyUFL.

b. Reimbursement to University Employees for Recruitment Expenses - Employees may participate in recruitment activities (luncheons, dinners, or receptions, etc.) for the purpose of allowing the prospective employee to meet with a search committee, University hosts, and/or faculty/staff within the department. In order to reimburse the University employee sponsoring and paying for the recruitment event, the department fiscal staff should enter an expense report in the Travel and Expense module of the MyUFL system for reimbursement of expenses incurred. Original paid receipts must be forwarded to the appropriate Travel and Expense office along with the following information:

0. Name of prospective employee.
   1. Title of position for which recruitment expenses have been incurred.
   2. A listing of University hosts and any accompanying guests attending the activities.
   3. A statement by the individual incurring the expense: "I certify these expenses were incurred as a result of recruiting for employment by the University of Florida."

c. Expenses for alcohol may only be reimbursed using discretionary Foundation Funds (see Section 4(N)).

d. One area of significant cost that needs additional oversight is meals with candidates. The general guideline is that candidates are to be entertained at dinner by the appropriate department head (or substitute) plus a maximum of two other university hosts. The University will not cover the costs for large groups of employees.

3. Executive Search Firms - If the recruiting process may require use of an executive search firm, contact Purchasing Services prior to engaging any firm.

4. Exceptions to policy - All exceptions to this policy must be approved in advance by the appropriate President's Cabinet officer or Dean.

U. Sales Tax - The university is not liable for the payment of State of Florida sales tax. Exemption certificates may be obtained from the F&A Forms web page.

However, the sales tax exemption does not apply when an employee pays for a purchase on behalf of the university, even though that employee is subsequently reimbursed by the university. Also, the university is liable for sales taxes on purchases made out of state for use out of state.

5. Processing of Invoices

Reviewed: 01/19/2012

A. Required security
   1. Department personnel will need the MyUFL role of UF_FI_UNIVERSAL_INQUIRY to have authority to view vouchers and UF_AP_VOUCHER_PROCESSOR to input vouchers and
Revenue Refunds in the MyUFL system. To acquire these roles, contact your Department Security Administrator. PST971 Paying Your Vendors and PST956 Online Journal Entry training classes are required before the UF_AP_VOUCHER_PROCESSOR role will be granted.

B. Attributes of an Invoice - UF directives require that invoices be sent directly to the department for input into MyUFL.

1. Original invoice - An original invoice is required to ensure that the expenditure has not been previously paid by the department. An invoice submitted for payment of an expenditure must be a legible document. If a department is utilizing a copy of the invoice as its original, it must contain the statement "original invoice not available, department records show that this obligation has not been previously paid" with the signature of the person certifying the statement.

2. Duplicate invoice - MyUFL has the functionality to test for a duplicate invoice. If a voucher is entered with an invoice number that was previously input to the same vendor, an error message will be generated. The voucher will save but as a recycled voucher (see Section 8(D)(1)). This is done to eliminate duplicate payments of an invoice. Some transactions will use the same invoice number for the same vendor, such as with recurring payments. The addition of the month to the end of the invoice number will eliminate the duplicate status. It is the responsibility of the department to ensure that duplicate payments are not made to a vendor.

3. Taxes - As a body corporate of the State of Florida, the University of Florida is not required to pay sales tax. Sales tax applied towards an invoice by a vendor should be removed before inputting the invoice into MyUFL. Sales taxes will only be allowed when reimbursing an employee for expenses purchased. The University of Florida Sales Tax Exemption Certificate can be found at the F&A Forms web site.

4. Split payments - A split payment consists of an invoice that must be paid from multiple funding sources. Multiple distribution lines on a voucher will be used to account for this type of transaction.

5. Justification - Invoices where the benefit to the University of Florida is not clearly evident should contain a statement describing how the expenditure will benefit UF.

6. Attributes of an invoice - The following requirements apply to all invoices input for payment:
   1. Thermo fax copies, because of their temporary nature, shall not be utilized as the original. It should be copied on a standard photocopy machine.
   2. Invoices for commodities must clearly reflect a description of the item or items, number of units and cost per unit. Numerical code descriptions alone will not be accepted.
   3. Invoices for contractual services must also clearly reflect the services/deliverables that were provided. Invoices for fixed unit rate contracts must show the number of units and cost per unit. Invoices for contracts paid out on a reimbursement basis or a fixed rate for a specific time period, e.g. quarterly, monthly, etc., must be supported by documentation (such as a progress report) that clearly reflects the services/deliverables provided during the invoice period.
   4. No balances for prior purchases will be paid unless supported by an invoice.
   5. A statement should not be paid unless it can be clearly shown that the vendor intended it to be used as an invoice.
9. When paying for repairs, gas, maintenance, etc., to state vehicles and not using the UF Motor Pool, the invoice must contain the tag number, the vehicle number and an accident report (if applicable).

10. All processed invoices must be faxed into the Fax Imaging system immediately after input into MyUFL (see Section 9(B) for Fax Imaging instructions). Ensure that any sensitive information, social security number, credit card number, or driver license number is marked out with a black marker before the documentation is faxed into the system.

C. Receiving - The receiving function is an integral part of the invoice payment process. Evidence and verification of receipt is mandatory prior to a voucher being processed for payment. Although receiving is not required to be performed online in the MyUFL system (except for capital assets, see below), all departments must develop a method of properly documenting the receipt for all goods and services.

The input of a voucher into the MyUFL system constitutes verification by the department that the goods and services being paid for have been received.

Receiving is required to be performed in the MyUFL system for purchases of capital assets. When entering a voucher applied against an encumbrance for capital assets, the MyUFL system will require that a receipt exists for the PO that is being paid or a match exception will be created (see "Match Exceptions" Section 8(D)(2) below.) Instructions on how to enter a receipt in MyUFL can be found at the following website:

hr.ufl.edu/training/myUFL/instructionguides/Receiving%20Assets-9.1.pdf

D. Encumbered disbursements - Encumbrances are commitments of the department, which result from the issuance of purchase orders, for which goods or services are to be purchased. Generally, encumbrances are deducted from budget balances. This is done as a budgetary control and should not be construed as an actual expenditure of funds. Once goods and services are received, an encumbered disbursement is made to create a voucher and schedule payment to the vendor.

1. An encumbered voucher should be entered in MyUFL by navigating to:

   Main Menu -> Accounts Payable -> Vouchers -> Add/Update
   -> Regular Entry -> Add a New Value

   Instructions for inputting an encumbered voucher can be found at the following website:

   ▪ Paying Encumbered Vouchers Receiving Not Required
   ▪ Paying Encumbered Vouchers When Receiving Is Required

2. Finalization of encumbrance through Accounts Payable - Once all payments have been made against an encumbrance, the PO can be finalized through the AP system. After inputting the voucher, click the "Finalize Document" icon (pink - see below). This will close the PO and not allow future vouchers to be applied against the encumbrance. The remaining balance of the PO will be restored to the proper departmental budget. If needed, a PO can be reopened through AP as
well. Research and open the last voucher applied against the encumbrance and click the "Undo Finalize" icon (green - see below.) Once a voucher is finalized or unfinalized, it must be budget checked to update the commitment control ledgers.

You can also utilize the finalize option located on the invoice line of a voucher to close specific lines of the PO.

E. **Unencumbered disbursements** - Unencumbered disbursements bypass the University's purchasing system and should only occur where normal purchasing procedures are not available or where purchasing procedures do not provide any benefit to the transaction. Unencumbered vouchers will fail budget checking if sufficient budget is not available for the payment of the invoice.

1. Following is a list of allowable unencumbered expenditures. This list is not intended to be all-inclusive. Exceptions will be granted when a valid business purpose exists:
   a. Petty cash reimbursements
   b. Research participants
   c. Utilities/Telephone
   d. Freight/Postage
   e. Payments for $5000 or less to independent contractors who are providing services to the University
   f. Cellular charges
   g. Memberships/Subscriptions/Interlibrary Loans
   h. Direct travel payments (car rental, conference registrations, entry fees and hotel payments)
   i. Advertising (limited to newspaper/magazine ads)
   j. Settlement agreements
   k. Fellowships/Tuition/Scholarships (non-payroll)
   l. Awards
m. Self-Moves - When a department only allows a small amount toward moving expenses and the new faculty/staff member elects to move their own household goods.

n. Proctoring Services

o. Licenses

p. Insurance

q. Royalty payments

r. Honorariums

s. Employee/Student verification services (background check, credit check, SSN verification, etc.)

t. Food - Foundation (171 Fund-Source of "F" or "L") and Health Science Center accounts (171 Funds-Source begins with "HSC"), DOCE and Auxiliary funding (Funds 141-162), 192 Concession Funds and 191 Student Government Funds

2. Input of voucher - An unencumbered voucher should be entered in MyUFL by navigating to:
Main Menu -> Accounts Payable -> Vouchers -> Add/Update
-> Regular Entry -> Add a New Value

Instructions for inputting an unencumbered voucher can be found on the Human Resource website.

3. Expense to Expense (E2E) transactions - E2E transactions are journal entries used to make correcting entries into the general ledger system. This allows for the correction of previously input transactions to adjust for incorrect coding to cost centers. The originator of an E2E journal entry should never debit or credit a budgetary cost center in which they do not have budgetary responsibility. Instructions for inputting an E2E journal entry can be found on the Human Resource website:

4. Transaction Authorization Form - Transaction Authorization Form - If supporting documentation does not exist for a transaction entered into MyUFL, you must complete a Transaction Authorization form to submit as official documentation. The Transaction Authorization form can be found at the F&A Forms web site.

F. Cash Expense Refunds - Cash expense refunds include refunds, reimbursements (including Travel reimbursements by employees), rebates, and returned moneys from a vendor. In the MyUFL system, a deposit must be recorded and an accounting entry must be created to accommodate these refunds.

Instructions for inputting a Cash Expense Refund can be found on the Human Resources website:

The Cash Expense Refund form can be found at the F&A Forms web site.

G. Revenue Refunds - A revenue refund is a return of previously recorded revenue to a governmental agency, a return of fees or charges, etc. In MyUFL, revenue refunds are processed the same as an unencumbered voucher, by inputting a regular voucher.

The Revenue Refund form can be found at the F&A Forms web site.

H. Credit Memos

Credits - Credits are often needed to account for returned goods to a vendor. A credit invoice is entered into MyUFL as a regular voucher with a negative amount. If the credit is for a payment against a PO, the same procedures used to pay the original invoice (Worksheet Copy Option) should be used to input the credit. This will restore this balance back to the PO. A credit invoice will be applied towards other payments to the vendor reducing the amount paid. There is no need to hold credit invoices for a vendor. Once input into MyUFL, the credit will be applied against other invoices payable to the vendor.

I. Voucher Approval and Fax Imaging

1. The MyUFL Accounts Payable module is configured to require centralized voucher approval before making a payment to the vendor. This is accomplished by requiring a system approval function of the voucher by the appropriate disbursement office.

2. Departments will input vendor invoices into the MyUFL Accounts Payable module. Vouchers will not be approved in the system until
complete supporting documentation is received via fax imaging. Email notification will be sent to the initiating departmental voucher processor when the voucher is approved by the appropriate disbursement office.

3. In an effort to make the process of submitting supporting documentation to Accounts Payable for voucher approval a more efficient operation, the University has moved to a fax imaging solution. Supporting documentation for all vouchers created by a department's voucher processing staff and all vouchers created to pay Pcard expenditures will need to be faxed into the PeopleSoft Accounts Payable system.

4. Procedures: The instructions for the fax imaging process for voucher approvals is available in section 1.4.13.9.

6. Vendors

Reviewed: 01/19/2012

A. Vendor File Maintenance

Purchasing and Disbursement Services is responsible for the maintenance of the vendor file in the MyUFL system.

B. Addition of Vendors - requests for the addition of vendors should be directed to addvendor@ufl.edu. Please submit the following information:

1. Request type
   a. New Vendor
   b. Change to an existing vendor - please supply current vendor ID number

2. Vendor Classification
   a. Supplier
   b. Student - please supply UFID
   c. Research Participant
   d. Foreign Vendor - Requests to add foreign vendors must be pre-approved by University Tax Services (UTS) before added to the MyUFL vendor file. UTS should be contacted at 392-1324 for approval. UTS will then submit approved foreign vendors to addvendor@ufl.edu for input.

3. Vendor Information
   a. Vendor name
   b. Vendor address
   c. Federal identification number
   d. Phone and fax number
   e. Remit address
   f. Email address
   g. Contact name
   h. Purchasing address

C. Changes to Existing Vendors - Requests for changes to an existing vendor will be processed by Purchasing and Disbursement Services based on a department's request unless the request is for a change in name of the vendor. A name change will require the submission of a newly completed W-9 for the vendor.
D. **Required Supporting Documentation** - Departments are responsible for obtaining the proper supporting documentation needed for the addition of a vendor. There are 3 forms available for adding new vendors to the MyUFL system:

1. **W-9 form** - UF requires a W-9 form be on file for all vendors using a business Tax ID number (not required for reimbursements or refunds.) Vendors will not be added without W-9 form. W-9 forms are not required for independent consultants (those using their SSN or research participant).

   The University of Florida Consulting and Professional Services Worksheet is used for gathering information for individuals providing services and is an acceptable substitute for the W-9. The Consulting and Professional worksheet is required for all vendors using their social security number for tax purposes.

2. **Vendor Application** - A Vendor Application form is only required for businesses using a business Tax ID number and not a social security number. The vendor application aids the department in gathering the required information needed for the addition of a vendor into the system.

3. **Electronic Payment Authorization** - If a vendor prefers for payments to be made via EFT, an Electronic Payment Authorization form must be submitted along with a voided check or letter from their bank stating their account number and routing number.

4. **Payments to Employees’ Businesses** - Employees may engage in outside activities which provide service to the community and the University as long as they are not using their social security number for tax purposes. If the employee is using their social security number for tax purposes, they must be paid thru Payroll. To avoid any appearance of conflict that could arise between an employee's obligation to the University and such outside activities, a Disclosure of Outside Activities and Financial Interests form must be completed when contracting with an employee's business to perform services for the University.

E. **1099 Issuance** - A 1099 will be sent to all independent contractors or individuals who receive total payments in excess of $600.00 from the University within a calendar year. Per federal regulations, an employee cannot be paid as an independent contractor. Payroll Services should be contacted at 392-1321 for payments to employees for services rendered.

Payments of more than $600 in a Calendar Year - If payments to any vendor receiving cash, check or gift cards total $600 or more, it is the responsibility of the department to provide the necessary information to Purchasing and Disbursement Services by January 15th of the following year so that an IRS form 1099 form can be generated. Best practice is to obtain the tax information required for the form 1099 initially from each participant for use if the payments exceed $600.

F. **Vendor Payment Terms**

Vendor payment terms for the University of Florida have been established as follows:
1. Students (reimbursements): 10 Days
2. Utility vendors (Electric, telephone, cellular): 10 Days
3. Construction vendors: 20 Days
4. All other vendors: 30 Days

Payment dates are calculated based on the invoice date input into MyUFL. Vendor payment terms must not be changed by a department entering an encumbered invoice. If payment terms are changed on a voucher, a matching exception (see Section 8(D)(2)) will be created and this will place the voucher into a hold status until the matching exception has been resolved. Payment will not be made to the vendor. Requests to change vendor terms can be made by a vendor to advendor@ufl.edu. A vendor will have to provide evidence of a hardship or an established minority status for this request to be considered.

If an emergency payment is needed before the scheduled payment date in MyUFL, contact Special Payments at payments@admin.ufl.edu with a justification of the need for an accelerated payment date.

G. Prompt Payment Policy

All payments made by the University of Florida are subject to University Directives. It is the practice of the University that invoices on properly accepted goods or services will generally be paid within 30 days of receipt of the invoice. "Properly accepted" means receipt, inspection, and approval of the goods or services, except that in the case of a bona fide dispute the voucher shall contain a statement of the dispute and authorize payment only in the amount not disputed.

1. For the purposes of determining the receipt of invoice date, the department is deemed to receive an invoice on the date on which a correct and accurate invoice is first received at the location designated by the University.
2. The University is deemed to have received an invoice on the date of the invoice if the department has failed to annotate the invoice with the date of receipt at the time the department actually received the invoice or failed at the time the order is placed or contract made to designate a specific location to which the invoice must be delivered.
3. The University may make partial payments to a contractor upon partial delivery of goods or services or upon partial completion of construction when a request for such partial payment is made by the contractor and approved by the Controller.
4. This section does not apply to payments made to State agencies or other governmental entities within the State of Florida.
5. All purchasing agreements between the University and a vendor shall include a statement of the vendor's rights. The vendor's rights will include being provided with the telephone number of the vendor ombudsman within Purchasing and Disbursement Services.
6. Invoices received from vendors that have failed to supply the University with a complete and accurate W-9 or other form that provides all necessary data to determine 1099 status will be deemed insufficient for payment until such information is received.

H. Discounts
When invoices are received in the department, they should be reviewed for discounts. If a discount is allowed, the invoice should receive priority handling so every effort is made to take advantage of discounts offered by a vendor. The standard vendor terms are 2% 10 Net 30, which means if payment is received by the vendor within 10 days, a 2% discount may be taken. Otherwise, total payment is due in 30 days. Payment terms must be set to "2% 10 Net 30" when inputting the voucher. If discount terms are specified on a PO, the correct terms will default into the voucher when the PO is copied. The amount of the payment to the vendor should be entered into the voucher at the total amount due. MyUFL will calculate the discount. The discount taken can be viewed in a voucher by selecting the "Payments Tab" and the discount will be displayed in the "Payment Details" box.

I. Federally Debarred Vendor

Requests for vendors to be added to the University's vendor file will be compared against the U.S. Government Federally Debarred Vendor listing. Any vendor listed on this site is excluded from receiving Federal contracts, subcontracts, and Federal financial and non-financial assistance and benefits. A vendor listed on this site will not be added to the University's vendor file if the source of funds to pay the related expenditure is derived from federal sources.

7. Payment Processing

Reviewed: 06/26/2011

A. Check production - checks are produced Monday through Thursday for outside vendors and on Tuesday and Thursday for travel reimbursements. Payments are selected within MyUFL based on the scheduled pay dates.

B. Disbursement of checks - Once printed, checks are disbursed and mailed daily.

C. Alternate delivery of checks - Checks are disbursed directly to the vendor at the address specified in the voucher on the "payments tab" under "remit to:" in the payee field. For alternate handling of a check, pickup or alternate delivery address, an Alternate Check Delivery form must be completed and received in Purchasing and Disbursement Services before the scheduled payment due date on the voucher. The completed form and invoice/supporting documentation should be faxed to 352-392-0081 or mailed to PO Box 115350. This form will authorize Disbursements to distribute the check only to the person listed on the form. The authorization portion of the form does not need to be completed if the check is addressed to the person picking it up. A photo ID will be required to validate identification.

D. Payment cancellations - Purchasing and Disbursement Services will process payment cancellations and reissues on an accounts payable check issued and transmitted upon request by a university department, or upon its own initiative, if the payment was made or transmitted in error, or payment is no longer justified. There is a 30 day wait period for stop payments (exceptions detailed below), therefore, delays in postal services is not a valid reason to request a stop payment.

Payment cancellations are performed to ensure that improper or unjustified payments are not made after a check has been processed. A stop payment is not used to expedite the payment to a payee.
1. Duplicate checks (void and reissue of check) - A duplicate check will be reissued only in the case where the original check is in possession of Purchasing and Disbursement Services or the department. The payment will be voided and the original voucher will be reissued, altered if needed per the department, and the payment will then be rescheduled for subsequent disbursement at the corrected amount. Return the check to the Banking area of Purchasing and Disbursement Services, PO Box 115350 or call 352-392-1241 for assistance. The department will need to provide information on any changes that need to be made.

2. Stop payment of check - Stop payments will be entered to reissue payments to vendors or to perform payment cancellations (void). A stop payment for reissue of a check or voids will be utilized when the original check is not in the possession of Purchasing and Disbursement Services or the department. An Affidavit for Duplicate Check form will need to be completed by the department.

Purchasing and Disbursement Services will wait 30 days after the original check is issued before placing a stop payment, except for the following situations:

   a. Theft
   b. Forgery
   c. Error in amount, payee, or address
   d. Payment was made but goods or services should not have been paid due to non-conforming goods/services, or non-delivery

3. Voids - When a payment simply needs to be cancelled and not reissued, Purchasing and Disbursement Services will void the payment and cancel the original voucher that created the transaction.

E. Returned checks - Checks are occasionally returned to Purchasing and Disbursement Services. The department will be contacted, if necessary, to determine how to resolve the issue that caused the return.

F. Bank wires - Bank wires are used primarily for the direct transfer of currency to the vendor's bank (usually foreign.)

A regular voucher should be entered into MyUFL, either unencumbered or encumbered, to record the proper payment to the correct vendor. In the case of payments in foreign currency, a currency converter should be used to convert the foreign funds to U.S. dollars using the date the payment is entered into MyUFL.

Once the voucher is input, a Bank Wire form should be completed containing all banking information for the wire transfer.

The completed form should be faxed to University Treasury Management at 352-846-3576 or emailed to investments@admin.ufl.edu. The wire transfer will be made and Disbursement Services will record the voucher as a manually paid voucher to ensure a duplicate payment is not issued by MyUFL.

8. Voucher Corrections

Reviewed: 06/26/2011
A. **Vouchers input by Disbursement Services** - In a decentralized environment, campus departments are responsible for the input of all vouchers to pay vendors. Some vouchers will need to be created centrally by Purchasing and Disbursement Services as follows:
   1. A payment to AVIS Rental Cars for ACTO's issued.
   2. Reversal vouchers - Once a voucher posts it can't be deleted, a reversal voucher must be input to offset the original voucher. This process will be coordinated through the department that input the original voucher.
   3. Payroll vendor vouchers.

A block has been placed on account codes in MyUFL to prevent the use of non-expense or non-revenue account codes. If a non-expense or non-revenue account code is needed, contact Purchasing and Disbursement Services to change an account code in a voucher.

B. **Deletion of vouchers** - If errors are discovered in a voucher and the voucher needs to be deleted, the voucher can be deleted by departmental personnel but only on the same day as originally input. To delete a voucher, navigate to:

   Main Menu -> Accounts Payable -> Vouchers -> Add/Update -> Voucher Delete

Input the voucher number, click on search, and then click delete.

C. **Unposting of vouchers** - If errors are discovered in a voucher and the errors need to be fixed, departmental personnel will only have access to change voucher information on the same day as originally input. Once a nightly batch process has run, the voucher will post and changes can no longer be made by a department. Contact Disbursement Services to unpost the voucher. Once unposted, the department must make the needed changes on the same day as the unposting.

D. **Voucher errors** - Errors in the inputting of a voucher will force a voucher into an entry status of recycled, create a match exception, or create a budget error. A voucher in error will not proceed further into the payment process until these errors are resolved. Purchasing and Disbursement Services run daily queries of these types of vouchers in an attempt to correct errors in a timely and efficient manner.
   1. Recycled vouchers - Recycled vouchers are created by MyUFL for the following errors:
      a. Invalid Chartfield - input of an invalid chartfield string.
      b. Out of balance - invoice lines on the voucher are not in balance with the total amount entered.
      c. Duplicate invoice number - a previously entered voucher contains the same invoice number for the same vendor.
      d. Cost Accounting Standards violations.

      The department that input the voucher will be contacted for information on the above errors and the voucher will be corrected.

   2. Match exceptions - Match exceptions are created by MyUFL for the following errors when the voucher does not agree with the established purchase order:
      a. Voucher vendor does not match PO vendor:
1. Address difference - this exception will be overridden allowing the voucher to proceed.
2. Vendor difference - the department will be contacted. If the department intended to change the vendor, the exception will be overridden.

b. Voucher payment terms do not match PO terms - the department will be contacted for a determination of why terms were altered. If legitimate, the exception will be overridden.

c. Life to date invoiced amount for PO is greater than the total PO amount:
   1. For an outside vendor - the department will be contacted to determine the proper amount due to the vendor. If legitimate, the exception will be overridden. If overridden, the PO will be closed and no further payments can be made against that PO to the vendor.
   2. For an internal vendor - the voucher will be deleted. This will allow the PO to be increased and the selling department to re-voucher the transaction. The selling department will be notified of all deleted vouchers.

An instructional guide for match exceptions can be found on the Human Resources website.

3. Budget errors - Budget errors are created in MyUFL when there is insufficient available budget to cover the total amount vouchered. Departments will be contacted to assist in handling all budget errors.

MyUFL possesses the functionality to notify departmental personnel of budget errors. An instructional guide that will aid in the establishment of the required preferences to activate this feature can be found on the Human Resources website.

9. Submission of Supporting Documentation

Reviewed: 01/19/2012

A. Viewing scanned images - once supporting documentation is imaged, it can be viewed at the following:
   1. Navigate to: Main Menu -> UF Document Imaging -> Voucher/Invoice Imaging

   Department personnel will need the MyUFL role of UF_N_VOUCHER_IMAGING_VIEW to have authority to view vouchers in this manner. To acquire this role, contact your Department Security Administrator.

   2. Or, by clicking on the "Voucher Image" button on the voucher in the MyUFL Accounts Payable module. Department personnel will need the MyUFL role of UF_AP_VOUCHER_PROCESSOR to input vouchers and view images in this manner.
3. If you need personnel to be able to view images but not input vouchers, department personnel will need the MyUFL roles of UF_N_VOUCHER_IMAGING_VIEW and UF_FI_UNIVERSAL_INQUIRY to have authority to only view vouchers and invoices in this manner. To acquire these roles, contact your Department Security Administrator. For departmental personnel that will not be entering vouchers and only viewing vouchers, an email should be sent to disbursements@ufl.edu with the UFID of the employee you are requesting security for and ask that the user's preferences be set to allow for viewing images.

B. Fax Imaging - Voucher Approval
1. In an effort to make the process of submitting supporting documentation to Accounts Payable for voucher approval a more efficient operation, the University has moved to a fax imaging solution. Supporting documentation for all vouchers created by a department's voucher processing staff and all vouchers created to pay PCard expenditures will need to be faxed into the PeopleSoft Accounts Payable system.
2. Procedures:
   a. Once a voucher is input and saved, a new button labeled "Fax Cover" will appear on the voucher screen.

   Click on the "Fax Cover" button and a new window will open with a barcode sheet for your supporting documentation.
se as the fax cover sheet and send along with all supporting documentation to the fax number 352-846-1020.

**IMPORTANT:** The fax barcode sheet **MUST** be the first page in the fax - do not use any other document (i.e., department fax cover sheet, voucher material, etc.) You do not need to send the hard copies to Elmore Hall for approval.

**NOTE:** You do not have to send a separate fax for each voucher. As long as a fax barcode sheet separates all documentation for each individual voucher, you can batch together multiple voucher's supporting documents. Just keep the order: fax barcode sheet for voucher A, supporting documents for voucher A, fax barcode sheet for voucher B, supporting documents for voucher B, etc.
Do not fax your supporting documentation for than once. If you fax the same invoice 10 times, the new system attaches 10 images to the voucher.

b. Once the fax has been received, checked for quality, and indexed by Disbursement Services, the voucher will populate with buttons to allow for the viewing of the supporting documentation directly from the voucher in the Accounts Payable module. To view the images, go to the voucher in the Accounts Payable module and click on the "Voucher Image" button.

c. **Pcard Vouchers** - Pcard vouchers are built automatically by the PeopleSoft system. All charges approved in the Pcard module will create a voucher the next business day after approval. A separate voucher is created for all charges approved for a given cardholder with the same billing date on a single day. The following queries are available to identify
the Pcard vouchers built for your department:

PeopleSoft Query Viewer (next business day):
UF_AP_PCARD_VCHR_REG_BY_DEPTID
  Prompts for DeptID and date range
UF_AP_PCARD_VCHR_REG_BY_BU
  Prompts for BU (first 4 digits of DeptID) and date range

Another good source will be your Pcard Aging Report. This will list charges by cardholder and provide you with the needed voucher number. This report can be run at any time by navigating to:

Main Menu -> Enterprise Reporting -> Access Reporting -> Financial Information -> Purchasing -> Pcard Paid Charges Aging Report List

Go to the voucher in the Accounts Payable system. Click on the "Fax Cover" button. Print the bar code cover sheet and fax Pcard supporting documentation as stated above.

You will no longer be required to submit the monthly Pcard Aging Report along with all the supporting documentation at month's end.

d. ALL voucher documentation will be faxed to the fax server, 352-846-1020. This includes DOCE invoices (143 fund), Foundation invoices (171 fund) and Concession Fund invoices (192 fund).

In the past, DOCE and Concession fund invoices had to be mailed to the respective areas for approval. These areas will now be able to approve the vouchers online.

e. Federal Acquisition Regulations, which UF must adhere to because of federal research performed, require that original documents, once imaged, must be maintained for 1 year after imaging. These documents may be destroyed 1 year after the accounting date of the voucher.

f. When additional documentation needs to be submitted, return to the voucher in the Accounts Payable module. Print another copy of the fax cover sheet and fax in the additional supporting documentation.

g. For checks where an alternate delivery is needed or documentation needs to be sent with the check, fax the supporting documentation to the fax imaging phone number, 352-846-1020. The completed Alternate Delivery Check form (only) should be faxed to the Accounts Payable fax number of 352-392-0081.

h. A fax machine with a DPI setting of 200 is needed to ensure a quality image is sent.

i. For extremely large packets of supporting documentation (more than you fax machine can handle), do not fax. Send
hard copies to Voucher Approval, PO Box 115350, 116 Elmore Hall.

C. **Travel Expense Reports** - Submission of Supporting Documentation
   1. All documentation used to support the entry of a travel expense report into the MyUFL system must be sent for to the UF Travel Office for audit. Documentation should be faxed to Travel at (352) 846-1020.

10. Research and Reporting

Reviewed: 06/26/2011

A. **Vouchers in MyUFL** - Vouchers input into the system can be viewed by navigating to:

   Main Menu -> Accounts Payable -> Vouchers -> Add/Update -> Regular Entry -> Find an Existing Value

   The [instructional guide](#) will illustrate the best methods to utilize in searching for vouchers.

B. **Vouchers applied toward encumbrances** - Vouchers input against a purchase order in MyUFL can be reviewed in the following locations:

   1. **Purchasing** - To view encumbrances and vouchers applied against an encumbrance in the Purchasing module, navigate to:

      Main Menu -> Purchasing -> Purchase Orders -> Review PO Information

      Change the business unit from UFLOR to a departmental business unit. This will list all PO's for a specific department. Once into a specific PO, the current balance of PO line items will be displayed and all invoices that have been applied against it.

   2. **Accounts Payable** - To view encumbrances and vouchers applied against an encumbrance in the Accounts Payable module, navigate to:

      Main Menu -> Accounts Payable -> Review Accounts Payable Info -> Interfaces -> Purchase Order

      Change the business unit from UFLOR to a departmental business unit. This will list all PO's for a specific department. Once into a specific PO, a listing of all vouchers and their current status applied against the PO will be displayed.

C. **Reports** - Reports are available to list all vouchers input by a department.

   Voucher lookup - A query has been designed to run a voucher register by department and a date range. Navigate to:

   Main Menu -> PeopleSoft -> Financials PeopleTools (a new window will open)
3.4. Asset Management

1. Introduction and Contact Information

A. The purpose of these University of Florida Asset Management directives and procedures is to provide direction for University employees who are responsible for marking, recording, and/or safeguarding University owned and Government owned capital assets.

B. These directives and procedures are promulgated through the following sources:
   1. Chapter 9 of Board of Government, "Property and Finance"
   2. Chapter 273 of Florida Statutes, "State-Owned Tangible Personal Property"
   3. Circular A-110, Property Standards related to Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
   4. FAR Part 45 - Government Property
   5. Chapter 1013 of Florida Statutes, "Educational Facilities - Part III, Planning and Construction of Educational Facilities"
   6. GASB, Basic Financial Statements - and Management's discussion and analysis - for State and Local Governments
   7. Chapter 69I-72, Department of Financial Services Division of Auditing

C. These directives and procedures are intended for university-wide use. However, if a department elects to institute a more restrictive practice for purposes of
budgetary control, the Controller's Office will entertain a request of this nature. All university employees are expected to comply with these directives and procedures.

D. University Asset Management is located in Elmore Hall (PO Box 115300, 116 Elmore Hall) and can be reached at the following numbers:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management Main Office Personnel</td>
<td>392-2556</td>
<td>392-4687</td>
</tr>
<tr>
<td>Inventory Personnel</td>
<td>392-3352</td>
<td>392-4687</td>
</tr>
<tr>
<td>Surplus Property Warehouse</td>
<td>392-0370</td>
<td>392-5921</td>
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<tr>
<td>Grants Specialist for Asset Management</td>
<td>392-2329</td>
<td>392-3831</td>
</tr>
<tr>
<td>Construction Accounting</td>
<td>392-8251</td>
<td>392-4687</td>
</tr>
</tbody>
</table>

2. Definitions
Reviewed: 10/04/2011

A. **Account** - The account is a six digit number assigned to a particular class of assets and is used when purchasing capitalizable equipment. When using these accounts, the expenditures must meet the capitalization threshold set by the University of Florida. The following accounts are used when purchasing capital assets:

- 781000  Land
- 781100  Equipment General
- 782400  Computer Software
- 783200  Modular Buildings
- 784000  Vehicles and Transportation
- 785000  Library Resources
- 786000  Property Under Capital Lease (Used by AM staff only)
- 787000  Construction Work in Progress (Used by CA staff only)
- 789100  Artwork and Museum Artifacts
- 789400  Livestock

B. When assets are purchased, the department is responsible for recording the receipt of the asset in MyUfl.

C. Once an asset has been capitalized, the asset costs are converted to an asset account:
D. **Asset Identification (Asset ID Number)** - The asset identification number is a unique number which is automatically assigned to each asset by the Asset Management (AM) Subsystem in MyUFL.

E. **Attractive/Sensitive Property Items** - Attractive/sensitive property is tangible personal property less than $5,000 that can be characterized as "walk away" items. These items are prone to theft because they are either not secured, are easily portable, contain new technology and/or they are adaptable for personal use.

F. **Cannibalizing Equipment** - Cannibalizing equipment is done when the department takes apart a piece of equipment to use the parts to repair other equipment. Note: Cannibalizing equipment must not be done without prior authorization from Asset Management.

G. **Capital Assets** - Capital assets includes Land, Buildings and Fixed Equipment, Infrastructure, Moveable Furniture and Equipment, Library Resources (Depreciable and Non-Depreciable), Software, Artwork (Depreciable and Non-Depreciable) and Livestock.

H. **Capitalization Threshold** - The capitalization threshold defines the criteria(s) for capitalizing University of Florida assets.

I. **Asset Category** - Each capitalized Asset Account is also a unique Category for classifying assets and can also be identified by the following category codes: LAND, BUILD, F&E, INFRA, ARTD, ARTND, SOFT, LIVES, LEASE, LIBND, LIBR.

J. **Custodian** - The University President has final responsibility for all capital assets that are in possession of the University. Based on specific department/programs codes, this responsibility is delegated to the Vice Presidents, Deans, Directors or Chairpersons or a Designee. The person to whom this responsibility is assigned becomes the "Custodian" of the assets. All Custodians must be a full-time EXEMPT employee with direct knowledge of the operations of the department.

K. **Department** - Department includes all Research Centers, Academic and Non-Academic Departments and Auxiliaries.

L. **Fabricated Equipment** - Fabricated equipment includes equipment that is constructed by individuals or departments by assembling parts or basic materials purchased. The total value of all combined parts must meet the capitalization threshold for the category of equipment in which it is related.

M. **Fixed Capital Outlay (FOCO)** - Includes real property (i.e. land and buildings including attachments, fixtures and fixed equipment and structures) including
additions, replacements, major repairs and renovations to real property which materially extends its useful life or materially improves or changes its functional use. Includes operating outlay necessary to furnish and operate new or improved facility.

N. **Government Owned/Furnished Equipment** - For the purpose of these directives and procedures, government owned/furnished equipment refers to federally owned equipment, which has been made available to the University for use on a particular contract or grant, title to which has remained with the federal government.

O. **Profile** - The Asset Profile is a 4 digit code used to identify an asset's useful life (Number of years an asset can be depreciated).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Useful Life</th>
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</thead>
<tbody>
<tr>
<td>A003</td>
<td>Artwork</td>
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</tr>
<tr>
<td>X003</td>
<td>Artwork</td>
<td>not depreciable</td>
</tr>
<tr>
<td>A005</td>
<td>Artwork</td>
<td>50 years</td>
</tr>
<tr>
<td>F001</td>
<td>Books &gt; $250-Noncirc</td>
<td>20 years</td>
</tr>
<tr>
<td>F003</td>
<td>Furniture</td>
<td>15 years</td>
</tr>
<tr>
<td>F016</td>
<td>Motor Vehicles</td>
<td>15 years</td>
</tr>
<tr>
<td>F025</td>
<td>Aircraft/Helicopter</td>
<td>15 years</td>
</tr>
<tr>
<td>F030</td>
<td>Motor Cycles</td>
<td>5 years</td>
</tr>
<tr>
<td>F032</td>
<td>Golf Carts Scooters</td>
<td>3 years</td>
</tr>
<tr>
<td>F043</td>
<td>Motor Vehicle Equipment</td>
<td>15 years</td>
</tr>
<tr>
<td>F052</td>
<td>Marine Engine</td>
<td>10 years</td>
</tr>
<tr>
<td>F064</td>
<td>Boat/Airboat/Canoe/Raft</td>
<td>15 years</td>
</tr>
<tr>
<td>F084</td>
<td>Boat/Utility/Eq Trailer</td>
<td>15 years</td>
</tr>
<tr>
<td>F103</td>
<td>Communication Eq/Radio</td>
<td>15 years</td>
</tr>
<tr>
<td>F115</td>
<td>Office Eq/Copier/Fax</td>
<td>15 years</td>
</tr>
<tr>
<td>F135</td>
<td>Computer Equipment</td>
<td>7 years</td>
</tr>
<tr>
<td>F164</td>
<td>Photo/Video/Sound/TV</td>
<td>10 years</td>
</tr>
<tr>
<td>F183</td>
<td>Engineering Equipment</td>
<td>15 years</td>
</tr>
<tr>
<td>F193</td>
<td>Agricultural Equipment</td>
<td>15 years</td>
</tr>
<tr>
<td>F203</td>
<td>Laboratory Equipment</td>
<td>15 years</td>
</tr>
<tr>
<td>F222</td>
<td>Recreational/Athletic</td>
<td>15 years</td>
</tr>
<tr>
<td>F233</td>
<td>Musical Instruments</td>
<td>15 years</td>
</tr>
<tr>
<td>F242</td>
<td>Radiation Control Eq</td>
<td>15 years</td>
</tr>
<tr>
<td>F252</td>
<td>Scientific Equipment</td>
<td>10 years</td>
</tr>
<tr>
<td>F253</td>
<td>Scientific Equipment</td>
<td>15 years</td>
</tr>
<tr>
<td>F255</td>
<td>Scientific Equipment</td>
<td>7 years</td>
</tr>
<tr>
<td>F260</td>
<td>Aircond/Cooling Eq</td>
<td>15 years</td>
</tr>
</tbody>
</table>
Subcontractor Acquired Property - Property provided by the University or purchased from University provided funds for the performance of a contract or grant. Title to property will vest with the University or the original federal sponsoring agency.

Q. **Tag (Property or Decal) Number** - The tag number is a number assigned to an item by Asset Management or by the Asset Management Subsystem in MyUFL. This number is printed on a paper decal that is placed on moveable equipment. Once the decal has been placed, it is not to be removed by departments.

Note: For assets purchased after July 1st 2004, the asset ID and the tag number will default to the same number. Asset Management will change the tag number when the asset is owned by a governmental agency or another granting agency, where the asset is software, books, buildings or infrastructure, issued an emergency decal, or when a data correction is needed to a property's master record.

R. **Title (Ownership) of Property** - The University of Florida owns all property acquired with funds administered by or under the control of the University. Title to assets purchased with federal funds may reside with the granting agency during the life of the contract or grant. Once a contract or grant has expired and if the granting agency no longer has a need for the property, title will revert to the University. Assets meeting the capitalization threshold will be decaled regardless of funding source.

S. **United States Munitions List (USML)** - The USML is a list of items designated as defense related by the United States federal government. Items on this list are often referred to as ITAR (International Traffic in Arms Regulation) controlled. Any equipment item on this list must be identified as ITAR controlled in UF's property records or a Departmental list of Attractive items. In order to comply with export controls all access to an item on the USML list must be limited. As soon as an item is identified as being ITAR controlled,
3. Capitalization Thresholds

Reviewed: 10/06/2011

A. Furniture & Equipment - Includes moveable equipment of a non-consumable nature, where the value or cost (less discounts) of the asset including freight, installation and other cost incurred to acquire the asset is $5,000 or more and the normal expected life of which is one year or more. Note: Repairs and maintenance expenses, service contracts, and extended warranties are not additions to the capital assets.

B. Artwork - Depreciable - Includes all artwork purchased by a department (not including the Harn Museum or the University Gallery) where the value or cost of which is $5,000 or more and the normal expected life of which is one year or more.

C. Artwork - Non-Depreciable - Includes all artwork purchased by the Harn Museum or the University Gallery ONLY where the value or cost of which is $5,000 or more and the normal expected life of which is one year or more. Note: All donated artwork is donated through the UF Foundation and reported on the Foundation’s financial statements.

D. Software - Computer Software includes individual software licenses where the cost is $5,000 or more, the life is one year or more and does not have a time-limited license for current or future use (i.e. does not require payment or return each year.)

E. Livestock - Includes the value of all registered and non-registered cattle, horses, swine, and dogs.

F. Library Resources - Any resource cataloged in the on-line public access catalog for the main University Libraries.

4. Acquisitions

Reviewed: 10/06/2011

A. The following are procedures for acquiring equipment:

Note: The Surplus Warehouse at the University of Florida contains equipment that is available to other departments for use. The departments are encouraged to first review the Surplus Warehouse website before acquiring new equipment.

B. Purchasing New Equipment through a Purchase Requisitions - The following are procedures for purchasing equipment through a purchase requisition:
   1. When purchasing equipment, the purchase must meet the capitalization threshold ($5,000.00) for the type of equipment being purchased.
   2. The "Requisition to Purchase" must reference the applicable department ID, fund, program and category.
   3. When purchasing tangible equipment, the department is encourage (whenever economically feasible) to purchase environmentally preferred products. (University of Florida Environmental Purchasing Policy)
4. Upon completion of Requisition to Purchase, receipt and vouchering, the department must complete a Property Update Document and forward it to Asset Management (PO Box 116300, 116 Elmore Hall)

Note: Tangible equipment (other than books) should not be purchased using a P-Card or paid un-encumbered.

Instructions on requisitioning to purchase assets can be located at the following web site:

hr.ufl.edu/training/myUFL/toolkits/AssetManagement.asp

C. Trading In Old Equipment for New Equipment - The following are procedures for trading-in old equipment for new assets:
   1. The department must complete the purchase requisition as instructed above.
   2. The department must indicate the old tag number of the asset that is being traded-in on the comments field on the MyUFL (See instructions above).
   3. The department must initiate a Report of Survey request in myAssets for the old piece of equipment.
   4. The department must send the Report of Survey to Asset Management (PO Box 115300, 116 Elmore Hall).
   5. All University decals must be removed from the asset before the item is traded-in and taped to the Report of Survey PDF generated from myAssets. (If the decal is not attached to the Report of Survey, the department must include a statement on the survey explaining why the decal was not attached.)
   6. If the item contains sensitive information, it must be removed from all devices before the item is traded-in.

Note: The University of Florida does not permit the trade-in of UF owned assets for expendable materials, operating leased equipment or equipment being purchased by Direct Support Organizations where ownership of the new asset does not reside with the University of Florida.

D. Receiving Donated Equipment - The following are procedures for receiving donations of equipment from other universities, the Federal Government, other State agencies and private industries:
   1. The department will receive the asset(s) in myAssets - see instructions.
   2. The department must obtain supporting documentation which clearly confirms that ownership has been transferred to the University of Florida.
   3. Asset Management staff will add the asset to the AM subsystem indicating the acquisition type as "donation".
   4. The value of the donated equipment added to the financial statements will be the fair market value of the asset at the time the University of Florida acquires the asset.

E. Fabricating Equipment - The following are procedures for recording fabricating equipment:
   1. The department must choose a proper asset category when creating the requisition to purchase.
2. The department must indicate in the comments field on the requisition that the costs will be added together to make one asset.
3. The department will receive the asset(s) in myAssets - see instructions.

F. Receiving Government Furnished Equipment - The following are procedures for transferring government owned equipment to the University of Florida:
1. Title to all equipment furnished by the government for use on a project will remain with the government. It is the responsibility of the Principal Investigator to send a copy of the shipping documents, transfer order and/or correspondence pertaining to the receipt of the equipment to Asset Management (PO Box 115300, 116 Elmore Hall).
2. Such property, when acquired by NASA grants, will be maintained in accordance with NASA Grant Handbook.
3. Equipment furnished by the government are subject to all reporting requirements of the particular contract or grant until the project is terminated at which time specific disposition instructions will be requested by Asset Management.

G. Purchasing Equipment from Contract or Grant Funds - The following are procedures for Purchasing Equipment from contract and grant Funds:
1. The specific provisions of each contract or grant may vary regarding the acquisition of equipment. In many cases, prior approval must be received. Before assets are charged to a contract or grant, departments must review the terms and conditions of the agreement to identify limitations for purchasing equipment. If the department is unsure of limitations set forth by the granting agencies, they can contact Asset Management's Senior Grants Specialist at 352-392-2329.

Known Agency Specific Limitation:

a. For the Department of Defense (DOD) contracts, the purchase of equipment in the project budget costing less than $5,000 does not need further approval, but prior approval of the Contracting Officer is required if the item is not listed.

b. NASA Grants - Acquisition of property costing in excess of $5,000 and not included in the approved budget requires the prior approval of the Administrative Grants Officer unless the item is merely a different model of an item shown in the approved budget. The government reserves the right to require transfer to the government or third party (named by the government) of the title of items purchased at a cost in excess of $1,000 within 120 days after receipt of a final inventory.

2. General types of equipment, such as typewriters, air conditioners, office furniture, and calculators are not permitted to be purchased unless specifically approved in writing by the Contracting Officer.
3. All purchase requisitions (partially or fully funded) must include the project number assigned to the contract and grant on the chartfield string.

H. Receiving Equipment from Federal Surplus Property in Starke, Florida - The following are procedures for receiving equipment from Federal Surplus Property:
1. The department must contact Asset Management to obtain prior authorization.
2. Asset Management will authorize the department to pick up Federal Surplus Property.
3. When the equipment is received, it is the responsibility of the department to certify receipt of the property items and to authorize payment (when necessary).
4. The department must send a copy of the certification of receipt or invoice to Asset Management (PO Box 115300, 116 Elmore Hall).
5. Asset Management will add equipment to the Asset Management Subsystem.

I. Leasing Equipment - The following are procedures for capitalizing leased equipment that are deemed "capital leases":
   1. The following criteria must be met:
      a. The title of the equipment is transferred to the University.
      b. There is a bargain purchase price for the equipment at a future date.
      c. The term life is greater or equal to 75% of the life of the equipment.
      d. The present value of payments is greater than or equal to 90% of the fair market value of the equipment.
   2. Asset Management will add the asset to the AM Subsystem.
   3. Asset Management will instruct the department on how to properly account for capital leased equipment.

5. Receiving Purchased Equipment

Reviewed: 11/13/2009

A. The following are procedures for receiving purchased equipment:
   1. Any assigned employee for each department will be responsible for receiving and unpacking equipment. When removing the packing slip and confirming the contents of package, this employee will indicate the following on the packing slip:

      Serial Number
      Custodian
      Location
      Primary User
      Manufacturer

   2. The department will input the receiving information noted above into MyUFL.

      Instructions on receiving an asset can be located at: hr.ufl.edu/training/myUFL/instructionguides/ReceivingAssets.pdf

6. Placing Decals

Reviewed: 11/13/2009

A. The following are procedures for placing decals on capital equipment:
1. Each item of property is marked with a decal which contains the asset tag number to establish ownership (i.e. University, Government or Agency owned) of the asset.

2. Each property item shall be permanently marked with a decal containing the identification number assigned to that item to establish UF ownership. Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the decal is exempt from the requirement for physical marking. However, the custodian's property records shall contain sufficient descriptive data to permit positive identification of such items. Items with the same class code shall be marked in a similar manner to facilitate identification. In determining a marking location, careful consideration shall be given to the intended use of the items; the probability that the marking could be obliterated by wear, vandalism or routine maintenance functions; and, the appropriateness of the marking method chosen. Additionally, the location of the decal and the marking method chosen shall not mar the appearance of the item. When utilizing an electronic scanning format system, decals shall be placed on property in the same manner as other markings specified in this section.

3. In the event that the nature of the equipment does not allow for the proper placement of decals (i.e. the equipment is in an inaccessible location, the equipment is too small to have a decal placed on it or the value of the equipment would be impaired if decal was placed on it), a decal book will be maintained containing the decal. The book must also include any supporting documentation that will assist in locating the equipment.

4. Once a decal has been placed on the equipment, it must not be removed without notifying Asset Management.

5. If the department knows that the equipment will be used off campus, (i.e. in an employee's place of residence or in a remote location) the department must apply the decal on the equipment and complete an Off-Campus Property Certification in myAssets before the equipment is removed from campus.

7. Safeguarding and Care

Reviewed: 08/17/2006

A. The following are procedures for safeguarding and caring for equipment:

1. It is the Custodian's responsibility to ensure that the University's assets assigned to them are adequately protected against loss, damage or theft.

This includes:

a. Locking equipment (including attractive items) in secured locations.

b. Perform adequate maintenance and upkeep of equipment.

c. Training staff on procedures for properly handling equipment (i.e. moving, transferring and cannibalizing equipment).

d. Locking doors when rooms are not in use.

e. Not letting equipment sit idle for extended periods of time.

f. Storing equipment in environmentally suitable locations to prevent corrosion, contamination and damage of sensitive
parts.

B. Repair or Rehabilitation of Government Owned Equipment.
   1. When the necessity arises for major repair or rehabilitation of government owned/furnished property, it must first be approved by the Federal Property Administrator before such repair or rehabilitation may be performed.

C. Subcontractor Controlled Equipment.
   1. Government property in possession of subcontractors should be maintained in accordance with the requirements stated in the University Directives and Procedures concerning the basic requirements of the acquisition, safeguarding and care, disposition, relocating and reporting of Government property.

8. Relocating
   Reviewed: 11/13/2009

A. The following are procedures for relocating equipment:
   1. The department is responsible for entering the new location information for moved equipment in myAssets.
   2. If a department is relocating an asset to an off-site location, the department must complete an Off-Campus Certification Form in myAssets before the equipment is removed from campus.
   3. Any asset that will be transported outside the United States must receive authorization prior to travel. To request authorization, submit an asset Request Approval for Foreign Travel through myAssets. When traveling with computers no restricted data or research can travel international without prior approval from DSR.
   4. Before moving equipment that contains hazardous materials, Environmental Health and Safety must be consulted.
   5. When moving equipment, the department must take adequate care to prevent damage of the equipment by properly packing and covering of equipment.
   6. The department must take safety precautions when moving equipment to prevent physical damage to the building or to the employee's moving the equipment.
   7. Asset Management will update the new location in the AM subsystem in MyUFL based on the above information. These procedures only apply when relocating equipment within the same department.

9. Transferring Ownership
   Reviewed: 11/13/2009

A. The following are procedures for transferring ownership of assets between departments:
   1. The "transferring" department will submit a Report of Transfer request in myAssets. Electronic approvals will be received from both the transferring and receiving department Custodians.
   2. If an asset was purchased from a Contract or Grant, Asset Management will verify the appropriateness of the transfer. (The terms and
conditions of the granting agency may prevent the equipment to be used for activities other than the original project's objective.)
3. Asset Management transfers ownership of the equipment to the "receiving" department.

10. Inventory Procedure

Reviewed: 11/13/2009

A. The following are procedures for completing equipment inventory:
   1. The inventory is performed annually starting July 1st and ending March 31st.
   2. Laser scanning equipment is used to scan the bar codes that are printed on the decals. This is the primary form of inventorying equipment and artwork.
   3. Off-Campus Certification - Off-Campus Certifications are used for equipment that is located in remote locations or in employee homes.
   4. Software and Book Certification - Software and Book Certification is performed on-line through myAssets. The department must indicate whether the item is still in use or not. If the item is still in use, the inventory date is updated by Asset Management. If the item is not in use, the item will be retired in the myUFL system.
   5. Livestock inventory is performed by counting the livestock in each category and providing the total sheets to asset management.
   6. Library Resources will use the on-line public assess catalog as inventory.

The department is responsible in locating missing equipment that was not been found during the first inventory pass.

11. Reporting Requirements

Reviewed: 11/13/2009

A. Asset Management will provide the dollar amount of government owned facilities as well as the quantity of industrial plant equipment (IPE) accountable under each contract. Reports must be prepared on DD Form 1662, Financial Report of Government Property and furnished to the Property Administrator in duplicate no later than October 31st of every year.
B. Annual inventory reports will be provided to NASA for all property where title vest in the government. Reports must be prepared on NASA Form 1018, Report of Government-Owned/Contractor Held Property and furnished to the contracting officer no later than October 15th of each year.
C. Semi-annual reports will be provided to DOE on form 4220.4 of all DOE-Owned Plant and Capital Equipment.

12. Dispositions

Reviewed: 11/13/2009

A. In accordance with Section 273.05, Florida Statutes, the University has appointed a "Property Management Committee" to review all dispositions
information for UF owned equipment. It is the committee's role to recommend the final disposition of equipment.

B. The terms and conditions of the granting agency may stipulate how and when an asset is allowed to be disposed. Therefore, all equipment purchase from contract and grant funds must be approved by Asset Management before an asset can be disposed.

C. When Government owned property becomes excess to the contract for which it was provided, it must be screened against the needs of other contracts before it can be declared excess. If such need is disclosed, a request should be made to the Contracting Officer for authority to use or to transfer. Additionally, if the department wishes to cannibalize government equipment, a request to cannibalize must be made to the contracting officer for approval. The request will be initiated by the project leader to the Contract Property Administrator through Asset Management.

D. When a piece of equipment has been deemed surplus (no longer needed, damaged, worn out or obsolete), the department will complete a Surplus Property Pick-up Request form. Within 14 business days of receiving the Surplus Property Pick-up Request, Surplus Property staff will pick up the equipment and store it in the Surplus Property Warehouse. This piece of equipment will be advertised on the Surplus Warehouse website for 14 days to allow other departments the option of acquiring the equipment before it is sold at auction, recycled or scrapped. After the 14 days has elapsed and if the item has not been claimed by another department, the equipment is available for auction. (See Procedures for Reducing, Re-Using and/or Recycling University of Florida Electronic Equipment) The proceeds from the sale of equipment is used to cover the operating expenses of the Surplus Warehouse with the exception of Government owned equipment where the money received will be returned to the agency (FAR 45.610-3). If the equipment is not working, the equipment will either be scrapped or recycled.

E. If the department decides to cannibalize equipment, the department must first complete the Report of Survey and send it to Asset Management for approval. The department must attach the equipment decal to the Report of Survey. By submitting this survey form, the department is certifying that the asset will be dismantled and no longer used and that this form is not being submitted to meet inventory requirements.

F. If a piece of equipment is traded-in for new equipment, the department will submit a Report of Survey request through myAssets for the asset being traded in. Once approved by the department's custodian, the PDF Report of Survey will be faxed to Asset Management along with the documentation to support the trade in. The department must attach the equipment decal to the Report of Survey form.

G. If a piece of equipment has been damaged by fire, hurricane etc.; a Report of Survey request must be submitted through myAssets. Once approved by the department's custodian, the PDF Report of Survey will be faxed to Asset Management along with any supporting documentation. The department must attach the equipment decal to the Report of Survey form, whenever possible.

H. UF owned equipment purchased from Contracts & Grant funds and still residing on a Contract & Grant account can only be donated to Other Government Organizations. If a department wishes to donate equipment to another governmental organization, they must initiate a request through myAssets. Signatures must be obtained from the College Dean, DSR and the Property Custodian. Once approved by all parties, the completed Report of Survey must be faxed to Asset Management for final approval (352) 392-0524.

I. The Federal Surplus equipment dispositions are processed the same as above with the exception of equipment costing $5,000 or more or where the equipment is a motor vehicle. These items CANNOT be transferred, cannibalized, utilized
for a secondary purpose for a period of four years after acquisition (2 years in the case of motor vehicles) without written permission from the Florida Surplus Property Division. If the department wishes to dispose or transfer Federal Surplus equipment, they must notify Asset Management's Sr. Grants Specialist at 352-392-2329.

J. When equipment has been deemed lost or stolen, the department must initiate a request through myAssets. Once the request has been created, myAssets will e-mail the initiate a PDF Report of Survey form. This form must be signed by the Department Chairperson or Director and faxed to Asset Management at (352) 392-0524. When theft is discovered, the University Police Department (or local authority) must be notified by telephone immediately. A copy of the police report must accompany the survey form. In the case of loss of non-state owned property that is covered by insurance, the department must notify the Insurance Coordinator at 352-392-7256.

K. Items not sold at auction will be available to other Government Organizations and/or Private Nonprofit Organizations see 1.4.9.17 for special requirements for electronic equipment.

13. Records Maintenance and Retention

Reviewed: 12/30/2005

A. Asset Management is responsible for maintaining the records of all contractor acquired equipment and government furnished equipment. The property records file will be updated or adjusted upon receipt of Asset Management documentation indicating the payment for equipment or, in the case of government furnished equipment, the notice of receiving an item as shown on a DD Form 1149.

14. Real Property - Capitalization Thresholds

Reviewed: 10/15/2008

A. Building Capitalization Policy

In accordance with statutory provisions and generally accepted accounting principles, the University will capitalize and include in its real property records the following:

1. For construction projects beginning on or before June 30th, 2008:
   a. All new construction
   b. Remodeling, renovation, and major repair projects with total cost of $100,000 or greater or 25% or more of the building value. Total cost will include all professional fees, contingencies, materials, etc. associated with the project. Purchases of tangible personal property (OCO) are not included in the evaluation of project costs for capitalization purposes.
   c. All land purchases, donations, exchanges, etc.
The Construction Accounting Department, with the approval of the Associate Controller, may capitalize projects costing under $100,000 if a determination is made that the completion of the project will substantially extend the useful life or substantially improve the use of the building. In such instances the costs of project will be added to the real property records. Purchases of tangible personal property (OCO) are not included in the evaluation of project costs for capitalization purposes.

2. For construction projects beginning on or after July 1st, 2008:
   a. The original cost to construct new buildings
   b. The costs related to renovation projects which adds new square footage
   c. The costs to a renovation project which extends the useful life of a COMPONENT part (i.e. roof, plumbing, electrical, etc) of the building by two or more years, and meets one or both of the following criteria:
      i. The costs are $250,000 or more
      ii. The costs are 25% or more than the original cost of the building.

Note: Total costs include all professional fees, contingencies, materials, etc. Excluded costs include tangible personal property and asbestos abatement costs.

16. Safeguarding Attractive and Sensitive Property

Reviewed: 10/06/2011

A. Attractive/sensitive assets are tangible personal property that cost less than $5,000 and can be characterized as 'walk away' items. These items are prone to theft because they are either not secured, are easily portable, contain new technology and/or they are adaptable for personal use.

Any property item included on the United States Munitions List (USML) that costs less than $5,000 will be considered an attractive/sensitive asset.

B. Examples of attractive/sensitive items include:

Audiovisual equipment
Televisions
Projectors
Communication Equipment
Cellular Phones
Data Processing Equipment
Laptops
Computer peripherals
Scanners
Cameras
Digital Cameras
Lab equipment
C. Computing Resources - Follow the mobile computing and storage devices policy.

D. Responsibilities - It is the Custodian's responsibility to safeguard attractive and sensitive property owned by their departments. This includes:
   1. Locking equipment in secured locations.
   2. Performing adequate maintenance and upkeep of equipment.
   3. Training staff on procedures for properly handling equipment (i.e. moving, transferring and cannibalizing equipment).
   4. Locking doors when rooms are not in use.
   5. Not letting equipment sit idle for extended periods of time.
   6. Storing equipment in environmentally suitable locations to prevent corrosion, contamination and damage of sensitive parts.
   7. Taking Attractive items off-campus require the same safeguards to protect it as an asset costing over $5,000.00.

Departments are strongly encouraged to perform a risk assessment (both financial and operational) on their assets to identify those assets that are particularly at risk or vulnerable to loss. Departments should also conduct a cost/benefit assessment before developing any internal policies for managing these assets.

Records of attractive assets are not included in the University's financial reporting system (myUFL). University departments can utilize the myAssets portal to identify and help control attractive assets.

Recommended information that may be maintained on such items includes the following:

- Serial Number of Equipment and/or a Unique Tag Number if Serial number is not available*
- Date equipment was purchased
- Description of the equipment
- Current location of equipment
- Person responsible for usage of the equipment

* A unique tag number may be obtained for the item by initiating a request in myAssets. Tags must be placed on the equipment by the department.

When departments need to dispose of attractive assets, Asset Management policy for Reducing, Re-using and/or Recycling Electronic Equipment must be followed.

E. Lost/Stolen Attractive/Sensitive Property - Whenever it has been discovered that attractive/sensitive property have been stolen,
University Police must be notified immediately.

17. Reducing, Re-Using and/or Recycling University of Florida Electronic Equipment

Reviewed: 11/13/2009

A. Overview - The University of Florida has embarked on an initiative to serve as a laboratory for sustainability, to form partnerships with local and regional stakeholders in its sustainability efforts, and to provide international leadership for sustainability. Surplus Property staff working with the campus community plays an important role in this mission by ensuring that electronic equipment is reduced, re-used and/or recycled.

B. Purpose - The purpose of this directive is to minimize the effects of the University of Florida's electronic waste on the environment by reducing, re-using and/or recycling electronic equipment and materials while meeting all local, state and federal regulations.

By working together, we can all contribute to the University's sustainability goals.

C. Examples of Electronic Equipment and Materials

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<thead>
<tr>
<th>Cables</th>
<th>Memory Devices</th>
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<tr>
<td>Calculators</td>
<td>Microfiche Readers</td>
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<td>Cameras</td>
<td>Modems</td>
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<td>Cell Phones</td>
<td>Moving Vehicles</td>
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<td>Circuit Boards</td>
<td>Optical Drives</td>
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<td>Computer Racks</td>
<td>PDAs</td>
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<td>Connectors</td>
<td>POS Equipment</td>
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<td>Converters</td>
<td>Power backup</td>
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<td>Copiers/UPS</td>
<td>Printers</td>
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<td>CPUs</td>
<td>Projectors</td>
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<td>Computers</td>
<td>Repeater Research and Testing Equipment</td>
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<td>CRT Monitors</td>
<td>Tracking Devices</td>
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<tr>
<td>DVD Players</td>
<td>Surge protectors</td>
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<tr>
<td>Fax Machines</td>
<td>Splitter &amp; Cluster Boxes</td>
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<tr>
<td>Mainframes</td>
<td>VCR Players</td>
</tr>
<tr>
<td>Medical Equipment</td>
<td></td>
</tr>
</tbody>
</table>

D. Because electronic equipment contains a high level of lead and other hazardous materials, it has been deemed to be harmful to the environment. As such, the University of Florida has taken measures to minimize such environmental damage.

E. Management and Disposal of Electronic Equipment

1. Management of Electronic Equipment by Departments
a. Departments are encouraged to review the list of surplus equipment available on Surplus Property’s website before purchasing new equipment.

b. Departments are encouraged to not stockpile and/or store equipment for extended periods of time and to send such equipment to the Surplus Warehouse so that the equipment can be made available for other departments to actively use.

c. Departments are encouraged to perform preventative maintenance on equipment to sustain its useful life.

Through this effort, the University reduces the unnecessary purchase of electronic equipment that is already available from the Surplus Warehouse, as well as encouraging the re-use of available equipment suitable for other purposes.

2. Completing a Report of Survey Form
   a. Departments are encouraged to initiate a request to pickup surplus equipment in myAssets whenever they discover they have equipment that is no longer needed in their department.
   b. When departments send electronic equipment to the Surplus Warehouse, the Units will indicate on the survey form whether the equipment is working or non-working.
   c. It is the responsibilities of all departments sending equipment to the Surplus Warehouse to ensure that all sensitive data has been permanently removed from all electronic devices. This includes, but is not limited to, data that is confidential, for internal use only, protected health information, or any other sensitive information that is not to be made publicly available.
   d. The departments must indicate on the survey form that all sensitive data has been permanently removed from all electronic devices. Guidance on removing such data can be found at http://fa.ufl.edu/am/destroy-data.asp.

F. Obtaining Electronic Equipment from the Surplus Warehouse
   1. All electronic equipment identified as working is first advertised for 14 days on the Surplus Property website to allow other departments the opportunity to re-use the equipment.

Note:
Departments may be limited on the number of electronic equipment items each Unit can obtain from the Surplus Warehouse during a specified time period. This is intended
to provide equal opportunity for all departments to choose the most valued electronic equipment available from the Surplus Warehouse.

2. Auction of Electronic Equipment to Students, Staff and Private Individuals - If working electronic equipment has not been obtained by a department and is less than five (5) years old and/or contains new technology, the equipment becomes available by the Surplus Warehouse to students, staff and private individuals to purchase through online auction or sale. In such circumstance, the following conditions apply:

- The equipment is sold individually and not in bulk.
- A minimum fair market value will be stipulated for the beginning bid price.
- The purchaser will be contractually required to return the electronic equipment to the Surplus Warehouse in the unlikely event that any sensitive information still exists on the electronic device.
- The purchaser must agree in contract to use the equipment appropriately according to all local, state and federal regulations.
- The purchaser must agree in contract to dispose of such equipment as required by local, state and federal regulations.
- The purchaser is restricted to the number of items that can be bid upon during a specified time period.

3. Donations of Equipment to Other Governmental Entities and Non-Profit Organizations - State, Government, and Non-Profit Organizations are allowed to obtain working electronic equipment from the Surplus Warehouse that has not been obtained by departments, is less than five (5) years old and/or contains new technology. The following conditions apply:

- The equipment is not needed by another UF department or under bid.
- The non-profit organization has proper certification.
- The equipment is taken individually and not in bulk.
- The organization will be contractually required to return the electronic equipment to the Surplus Warehouse in the unlikely event that any sensitive information still exists on the electronic device.
- The organization agrees in contract to use the equipment appropriately according to all local, state and federal regulations.
- The organization agrees in contract to dispose of such equipment as required by local, state and federal regulations.
- A limitation may be set to control the number of items an organization can receive during a specified time period.
4. Recycling Unsold and Non-Working Electronic Equipment - If working electronic equipment is not sold or donated within a reasonable time frame, the equipment will be sent to an approved recycling vendor along with non-working electronic equipment.

Surplus Property will not sell or donate electronic equipment (working or non-working) in bulk unless the buyer has been approved as a recycler by Environmental Health and Safety and vendor pricing has been approved by Asset Management.

3.5. Training

New Employee Orientation

Reviewed 1/19/2012

All new TEAMS employees are expected to attend New Employee Orientation within their first month of employment. Group enrollment, which provides an opportunity to enroll in benefits within a new employee’s first 60 days, also is provided several times each month for both new TEAMS and benefits-eligible faculty members.

Existing Employees

Reviewed 1/20/2012

All employees receive the training they need to complete the business functions associated with their position descriptions and their security roles. PeopleSoft, myUF Market, ePAF, and other workshops are available each month in addition to online training.

3.6. Effort Reporting

Activity Reporting System

Reviewed: 11/18/2005

1. The Faculty, Professional and Non-Academic Effort Reporting System is an after-the-fact personnel activity reporting systems designed to comply with
the requirements set forth in the Office of Management and Budget Circular A-21:

a. The distribution must produce a reasonable approximation of employee effort.
b. The system must cover employees who:
   i. Directly charge part or all of their salaries and wages to sponsored agreements or are used to meet cost-sharing;
   ii. Work on more than one direct or indirect activity.
c. The system must reasonably reflect the activities for which employees are compensated.
d. All efforts on organized research projects need to be identified as organized research.
e. Distribution of effort must be confirmed or certified by the employee or a department official using suitable means to verify that work was performed.
f. Documentation must be maintained for all significant changes in distribution; adequate justification is needed to transfer costs.

2. The systems cover the following:
   a. Faculty Activity Reporting - All faculty members, all TEAMS exempt employees (Previously known as administrative and professional staff) and non-time card (excluded) employees whose efforts are devoted to any of the following activities - instruction, organized research, departmental administration, sponsored project administration, student services, other sponsored activities, and other institutional activities.
   b. Non-Academic Reporting - All non-professional (time-card) employees whose efforts are devoted to any of the following activities - instruction, organized research, sponsored project administration, departmental administration, other sponsored activities and other institutional activities.

3. Type and frequency of activity reports
   a. Faculty Activities Report - This report covers all professional and professorial employees as defined above (B.1.) and is prepared at the end of each academic term. Faculty Activity Reporting is managed by the Office of the Provost and Academic Affairs.
   b. Non-Academic Activity Report - This report includes all non-professional employees as defined above (B.2.) and is prepared at the end of each academic term. Non-Academic Activity Reporting is managed by Contracts and Grants Accounting Services (C&G).

4. Confirmation of effort
   a. Effort confirmation of non-professional employees - Electronic time reporting is the method used to certify both time and effort by non-professional staff. The Effort Tracking System is used to distribute the effort to activities each term. Approval of the electronic time reporting records by the Supervisor confirms the effort of an individual paid from designated distribution accounts.

5. At the end of each academic term, the Office of the Provost and Academic Affairs and C&G Accounting Services coordinate the release of the Faculty & Professional and Non-Academic Effort Reporting System to the university
community. This system is an on-line survey that allows the allocation of each person's effort. Payroll records for the academic term are read by the program and a record for each HR Account from which a person was paid and that meets the criteria in B.1 or B.2 is created.

6. The effort certifiers are responsible for updating all activity records assigned to their Department ID. Each Department ID is then authorized by an individual(s) approved by the Office of the Provost and Academic Affairs or Contracts & Grants Accounting Services Accounting. A User's Manual can be found at: http://www.bridges.ufl.edu/training/docs/FPAR_NAAR_User_Manual.pdf.

7. Control and Monitoring - The Office of the Provost and Academic Affairs and Contracts and Grants Accounting Services verify the completeness of the entered information. Electronic signatures are accepted from the activity authorizers, confirming that the information entered is a correct reflection of the individual's effort.

3.7. Fuel and Vehicle Usage

1. Acquisition, Use, Maintenance, and Logs

Reviewed: 07/13/2007

A. **Introduction** - This directive is intended to provide guidance and direction as to the use and responsibilities associated with University-owned vehicles. For purposes of this directive, University-owned vehicles is intended to refer to those vehicles designed for road use that are owned by the University or otherwise assigned or under the control of a department or unit of the University of Florida.

B. **Vehicle Acquisition, Use, and Maintenance**

1. University-owned vehicles are to be used only for official University business and should not be used for personal use, except during extended trips where such use is consistent with the completion of the official duties of the operator and/or passengers.

2. University departments or units should only acquire vehicles when there is sufficient business need to justify the acquisition. All vehicles should be acquired through University Purchasing Services and should be appropriately maintained to ensure the maximum service life of the vehicle.

3. The use of tobacco products, including chewing tobacco and the smoking of cigarettes and cigars is not permitted in University-owned vehicles.

4. Bumper stickers and other materials are not to be affixed to University-owned vehicles without the express permission of the supervisor.

5. All occupants of a state vehicle must wear seat belts whenever the vehicle is in motion.

6. The operator must possess a valid driver's license of the type required for the vehicle operated. Departments should validate periodically that
driver's of University-owned vehicles have such appropriate and current driver's licenses.

7. University-owned vehicles are to be operated in accordance with all applicable motor vehicle laws and regulations. The operator is personally responsible for all fines and other disciplinary actions resulting from the violation of laws and regulations due to the operation and parking of the vehicle. Accidents or property damage involving the University vehicle should be reported to the University's Insurance Coordinator within the Environmental Health and Safety Office.

C. Vehicle Use Logs - Vehicle use or trip logs are required to be maintained for all vehicles covered by this directive except service vehicles that never leave campus and University police vehicles. The vehicle logs should identify the date and time of use (in and out), vehicle trip beginning and ending mileage, name of driver, and purpose of trip. For vehicles that primarily travel on campus and occasionally off campus, a single entry per day may be used to record on-campus travel as the purpose. These vehicle usage logs should be reviewed periodically by appropriate supervisory/administrative staff. Documentation of such review should be noted on the logs.

### 3.8. Reconciliation of Ledgers

**Departmental Fiscal Responsibility**

Reviewed: 02/13/2006

A. Reconciliations/Validations

1. Since department size and complexity varies significantly, there is not one set of specific fiscal procedures that fits all departments. However, there are certain important fiscal responsibilities that all departments should ensure are met. These fiscal responsibilities not only help ensure that management is properly informed of their fiscal operations and condition, but that proper controls are in place to ensure that revenues are maximized, and prudently spent, that University funds are properly safeguarded, and that proper accountability is maintained.

2. Departmental ledger summaries and supporting detail ledgers are to be provided to departments on a monthly basis. Not only are these ledgers intended to provide the department with information regarding their financial operations and conditions, but they are to be used by department fiscal staff to verify or check to ensure that the information they contain is accurate and reliable. This process is often referred to as "reconciliation of the ledgers" and is an important overall University control process. This process should be performed each month in a timely manner after the ledgers are received.

3. The reconciliation process is normally accomplished by tracing summary ledger information to detail transaction ledger information and then to appropriate supporting documentation to ensure the accuracy of the financial information contained in the ledgers. Departments should ensure that all financial data on their ledgers is traced or checked back to receipts, billings, expenditures, encumbrance
changes, transfers, budget changes, etc. Departments should ensure that only appropriate transactions are charged or recorded against their budgetary cost center and that adequate documentation to support all transactions are maintained in the department. Fiscal Managers have a responsibility for identifying financial problems and resolving errors. It is therefore critical that Fiscal Managers understand the transaction information contained in their ledgers.

4. Appropriate documentation should be retained to support that this reconciliation process has been performed. Any discrepancies should be brought to the attention of the appropriate staff person in Finance and Accounting.

B. Internal Controls - Internal controls are a process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

Effectiveness and efficiency of operations
Reliability of financial reporting
Compliance with applicable directives, laws and regulations

Fundamentally, controls help to ensure that the university's assets are being protected. Through effective controls, a department can safeguard assets and also detect and correct errors and irregularities.

1. Basic Internal Controls
   a. There should be an audit trail for each financial transaction. Documentation can be in either electronic or paper form.
   b. Accounting data must be checked to ensure that it is accurate and reliable.
   c. All financial data must be checked against departmental source documents. For financial data to be validated, it must be reconciled.
   d. During the reconciliation process, departments must ensure that only expenses related to their budgetary cost center are recorded in that budgetary cost center. The department must follow up on all inaccurate charges. Reconciliation is a critical step in ensuring that the university properly manages its resources.

2. Segregation of Duties for Reconciliation
   a. Segregation of duties is critical. Segregation deters fraud and detects errors.
   b. Appropriate authorizations must be in place.
   c. Authorization of expenditures and recording of expenditures should be segregated duties.
   d. Reconciliation of financial transactions and the recording of those transactions should be segregated duties.
   e. If a department is too small to have two or more employees who can segregate duties, then the department administrator must frequently review departmental transactions.

3. Documentation
   a. Millions of financial transactions are recorded annually into the University's general ledger. Required documentation is not the same for all transactions. For example, an adjustment to an expense between account codes within a department is not as
critical from the perspective of internal controls and risk as processing additional pay in the human resources system.

b. Documentation must be aligned with internal controls and level of risk, therefore, required documentation for transactions depends closely on the level of risk associated with the transaction. Documenting general ledger entries are based on the following considerations:

I. Minimal documentation is required when:
   i. There are system controls that minimize errors. Examples are transactions that have workflow associated with them. These transactions are reviewed and approved by someone other than the initiator before it posts to the general ledger.
   ii. The transactions can be fully documented in the system itself. Comments describing the transaction and its purpose as well as the operator ID of the person who initiated the transaction are available in the on-line system. The transaction can be audited from the system itself.

II. Increased documentation is required when:
   i. The transaction is for a large dollar amount.
   ii. The transaction is part of a legally binding contract.
   iii. The transaction is created via the purchasing card.
   iv. The transaction in part of the procurement process.
   v. The transaction pertains to personnel actions.

### 3.9. Grant Expenditures

**Compliance Monitoring**

Reviewed: 04/23/2006

A. The following criteria must be used in determining the allowability of costs charged or allocated to grant or contract accounts.
   1. Reasonableness of costs - to determine reasonableness of a cost, consideration is given to:
      a. Whether the cost is ordinary and necessary to the performance of the contract or grant;
b. Restraints or requirements imposed by factors such as sound business practice, arms-length bargaining, federal and state laws, and regulations and contract and grant conditions;
c. The action that a prudent person would take in the circumstances; and

d. The consistent treatment of costs as per established institutional policy.

2. Allocability of costs - A cost is allocable if it:
   a. Is incurred specifically for the contract or grant;
   b. Benefits the contract or grant being charged;
   c. Is necessary to the overall operation of the project.

3. Prior approval - Prior institutional or awarding agency approval has been obtained where required.

B. Using the above criteria, all supplies, and equipment received on or after the expiration of a grant or contract or expenses incurred after such date, are not considered to be allowable charges to the account because such charges do not benefit the grant or contract.

C. The following items of expenditures are generally not allowable:
   1. Advertising.
   2. Bad debts.
   3. Capital expenditures - For improvements to land, buildings and equipment, buildings and repairs which materially increase the value or life of equipment or buildings, unless provided for in the award documents.
   4. Contingency reserve.
   5. Entertainment costs - Amusement, social activities, entertainment and related costs such as meals, lodging, rentals, transportation and gratuities.
   6. Fines and penalties - Costs resulting from violations of, or failure to comply with, federal, state and local laws and regulations.
   7. Insurance and indemnification - Actual losses that could have been covered by permissible insurance.
   8. Revised OMB Circular A-21 allows certain interest charges, fund raising and investment management costs, but many are not allowable.
   9. Losses on grants and contracts - Any excess of costs over the awarded amount.
   11. Special administrative costs - general public relations activities, catalogs, alumni activities and similar activities.
   12. Travel costs - First class accommodations.
   13. Student aid charged to research projects.

D. Cost Accounting Standards - Certain costs (expenditures) are not allowed to be charged (under like circumstances) directly to grants per OMB A-21. Because of CAS 502, the University of Florida must monitor all Federal grants for compliance. This is done through monthly reports generated at Contracts & Grants Accounting Services (C&G) using detail data from myUFL (by account) and Payroll data (using occupation codes). This report, the CAS Targeted Expenditure Report, lists every possible CAS (502) violation by transaction and is distributed to the Departmental Chairs or their designees. Any grants that have asked for and received a CAS Exemption to allow direct charging of costs that normally would be indirect per A-21 are not included in the report.
Departments are expected to assist the Principal Investigator in requesting a CAS Exemption from the Division of Sponsored Research (DSR) if applicable or assist the PI in removing the charges from the federal sponsored project. All CAS violations are to be corrected as soon as possible but no later than prior to the end of the grant.

Departments can receive assistance in correcting possible CAS (502) violations by going to the following web sites:

http://cg.cfo.ufl.edu/capolicy.php or
http://fa.ufl.edu/costanalysis/

Both of these web sites provide links to information on institutional cost accounting policies, listings of object codes and occupation codes that are affected and links to the CAS Exemption form.

E. Cost transfers - Transfers of costs, which represent corrections of errors, must be made promptly after the error is discovered but not later than the lesser of 120 days after the original charge or 45 days after the end of the grant unless terms of the grant are more stringent.

F. Cost-sharing - An award may require that the University share in the cost of a project. The cost participation will be met by each individual project.

1. It is the PI's responsibility to ensure the cost sharing requirement is met in a timely manner consistent with the terms of the agreement.

2. The Division of Sponsored Research (DSR) sends the Principal Investigator (PI) and the department administrator an electronic Notification of Award (NOA) for all new awards.

3. When the NOA is received by Contracts and Grants Accounting Services (C&G), an analysis is made to determine the following information about cost-sharing:
   a. Amount of cost-sharing required
   b. Form of cost-sharing (salary, OCO, expense, third-party and/or indirect cost)

4. A completed and signed copy of the Cost Sharing Certification form must be returned to C&G to signify acceptance by the PI of this responsibility and to provide the chartfield information of the PeopleSoft cost center that will provide the cost sharing.

5. At the end of each academic term, when effort reporting is closed and salary cost sharing has been loaded into the cost sharing system, a notification is sent to all departmental fiscal staff with projects listing cost sharing balances that need to be met. Cost sharing reports by department and by project, summarizing the cost-sharing transactions from inception of the project up to the end of the academic term covered by the report, are available through myUFL. Navigation is: Grants > Review > Cost Sharing Reports.

6. Cost sharing used to satisfy mandatory or voluntary-committed cost sharing requirements must meet the same restrictions, regulations and/or guidelines of the award for which it is provided, including Cost Accounting Standards (CAS). Any cost restricted by the award may not be used as cost sharing to the award without agency approval. Costs must come from unrestricted funds. Except for projects specifically established by the University to provide matching funds for a grant or other sponsored project, cost sharing may only be provided from
projects in Fund 201 (federal) or Fund 209 (non-federal) with the permission of both granting agencies involved.

7. Cost sharing must meet the following tests:
   a. Reasonable—is this contribution reasonable based on the nature of the work being done?
   b. Allowable—does this contribution meet the terms of the agreement, the cost principles contained in OMB circular A-21, and the Cost Accounting Standards for a federal award?
   c. Allocable—can the contribution be allocated to the sponsored project in proportion to its benefit?

8. If you have cost sharing that must be documented by your C&G office, the supporting documentation must include the following signed certification:

   "This is to certify a cost sharing contribution in the amount of $__________ to project #__________. This cost has not been used as cost sharing for any other project."

9. This certification must be signed by an employee in the department deemed appropriate by the C&G offices. The supporting documentation required for cost sharing is briefly described in its relevant expense category below.

10. Personnel Costs:
    a. The normal and preferred method of documenting personnel costs is through the semester Academic/Professional and Non-Academic Effort Tracking System. If this didn't occur properly (e.g., a change is required because of a retro salary transaction that is processed after the close of an effort tracking term), then a manual cost sharing entry is required. The department should submit to the appropriate C&G office a copy of the relevant Final Activities Report from the Effort Tracking System showing the employee name, UFID # and the chartfield string of the department contributing the cost sharing, or a screen print of the employee's record from the effort tracking system for the closed term.
    b. The Final Activity Report may be accessed via the following navigation: Enterprise Reporting > Access Reporting > (Click Accept to proceed) > Human Resources Information > Workforce Information > Final Activities Report.
    c. The employee's individual record may be accessed via the following navigation: Effort Tracking > Effort Tracking > Effort Tracking > enter, or select from the drop-down selections, the desired term and employee ID > click "Search" or depress the enter key.
    d. The submitted documentation should be annotated to include the Effort % the amount to be cost shared, and the chartfield string to which the cost sharing is being designated.

11. Non-Personnel Expenses: Provide a copy of the invoice and voucher number for the expenditure indicating the amount to be cost shared and including the required signed certification. Submit this documentation to your Grants Specialist for review and processing.

12. Equipment: Provide a copy of the invoice and voucher number indicating the amount to be cost shared, the UF property decal number,
and the percentage use of the equipment by the sponsored project during the life of the project. Include the required signed certification, and submit this documentation to your Grants Specialist for review and processing.

13. Matching Projects: When UFRF, UFF, or DSR provides funding for a separate project specifically to provide cost sharing for another project, please provide the project number to the appropriate C&G office. No other documentation is required. Departments should maintain adequate documentation for the retention period of the project that requires the cost sharing.

14. Unrecovered Facilities and Administrative (F&A) Costs: Unrecovered F&A (the difference between the University's F&A rate and the F&A rate allowed by the Agency on a given award) may be used as cost sharing if approved by the granting agency. A copy of the documentation approving the use of unrecovered F&A should be forwarded to the appropriate C&G office. No other documentation is required.

15. Donations: Requests for the manual input of donations to be used as Cost Sharing must be documented with a letter or memorandum from the contributing agency on agency letterhead, stating the amount of cost sharing that has been provided (not will be provided) and should be signed by an officer of the contributing agency. Contributions must be within the life of the grant and satisfy grant requirements. Exceptions to agency letterhead will be considered when necessary.

16. Please contact your C&G office if you have any questions.
   a. Contracts and Grants (Main Office) 302 TIGERT HALL
      PO BOX 113001
      GAINESVILLE, FL 32611-3001
      392-1235
   b. IFAS Sponsored Programs
      G022 McCarty Hall D
      PO BOX 110110
      GAINESVILLE, FL 32611-0110
      392-2356
   c. Engineering Contracts and Grants
      340 WEIL
      PO BOX 116550
      GAINESVILLE, FL 32611-6550
      392-6626

G. Expense Advance - Expense advances may be authorized for projects conducted at a site remote from the University. A remote site is interpreted to mean that it is far enough removed from the University to render normal purchasing and payroll functions ineffective. The fact that a portion of the project is to be performed at a remote site must be clearly identifiable in the grant or contract.

The expense advance is to pay for incidental labor and research materials and services. It does not cover travel expenses to and from the university and should not be confused with a travel advance. The procedures are as follows:

1. The Principal Investigator/researcher prepares a University of Florida Transaction Authorization (Form FA-PDS-TA) for the amount required and attaches a completed agreement and a Power of Attorney. The agreement must be stamped and signed by C&G before approval by the President or his designee.
2. The above documents are returned to C&G for verification of information and allowability to incur expenses in accordance with the award terms and conditions.

3. If acceptable, C&G approves the documents and submits them for payment. Copies of the Agreement and Power of Attorney must be attached. Originals of these documents, however, are retained by C&G.

4. C&G sends a memorandum to the researcher defining the PI's responsibilities in handling the expense advance.

5. When the researcher receives the check, he/she sends a receipted copy of the agreement to C&G.

6. As soon as the researcher returns from the remote location, a financial accounting of the advance must be rendered to C&G. Any unexpended or unaccounted balance must be returned with the summary of expenditures.

7. C&G verifies acceptability of the documentation and allowability of expenditures and prepares the appropriate accounting entry.

8. All expense advance funds are subject to periodic, unannounced audits by the Office of Audit & Compliance Review (a.k.a. Office of Inspector General).

9. Full accountability must be made before the Power of Attorney expires, or, a new Power of Attorney must be executed.

4. Microbiology and Cell Science Department (MCS) Specific Procedures

All department specific procedures follow the guidelines set forth in the university policies and procedures and are to be amended as required by changes in university policy.

Fiscal and administrative staff position descriptions should be consulted for more in depth information regarding items 4.1-4.11.

In addition to the university policies and procedures, topic specific instructional guides are available on myUFL.

4.1 Revenues and Collections

The department receives the following types of revenue:

a) Annual teaching (fund 101) and research (fund 103) budgets funded by state appropriations.
After being released in PeopleSoft by the IFAS Budget Office and the office of the Dean for Research, these budgets are recorded in the department’s shadow system by the department accounting coordinator position #00014697 who is also responsible for monitoring expenditures and all financial functions related to these budgets while using best business practices as dictated by the university.

b) Material & Supply Fees (Fund 162) and Equipment Fees (Fund 163)

The department collects Material & Supply Fees and Equipment Fees paid by students enrolled in certain courses (predominately laboratory courses) which assess these fees per university guidelines. The accounting coordinator relays the amount of fees to be collected each semester based on enrollment to the teaching lab faculty and technician who are responsible for purchasing all materials and replacement equipment required for these courses. It is the accounting coordinator’s responsibility to monitor these accounts to ensure that all student fees are spent down to a minimum of 15% of the amounts collected each semester as mandated by university policy. These fees are reviewed with the teaching lab faculty and technician and recalculated each semester. Any changes to fees are submitted to university budget office for inclusion in course offering publications.

c) Distance Education Revenue (Fund 143)

The department initiated a distance education program commencing with the Fall 2011 semester. All tuition and related fees are collected via the normal university processes. The accounting coordinator compares and reconciles tuition revenue received using student enrollment records and PeopleSoft queries which provide University Financial Services tuition collection figures.

d) Contracts and Grants Revenue (Funds 201 and 209)

Principal Investigators receive funding in the form of sponsored research projects. All grant transactions are monitored by the accounting coordinator, who works closely with the PIs as well as UF Awards Administration, and Contracts and Grants Accounting to ensure proper recording of all budgets and expenditures per university and sponsor guidelines.

e) Return of IDC (Fund 211), Residuals (Fund 212), and Royalties (Fund 213)

These cash based funds are used for research related expenses not necessarily allowed to be allocated to a sponsored research project.

4.2 Payroll and Personnel Administration

The department administrative assistant, position # 931990, is responsible for all functions in this area. These include entering new employees and related payroll distributions into the university system, processing approved time cards, vacation and leave slips as well as termination paperwork. All time and leave slips have been signed by applicable supervisory personnel. Payroll is reviewed and approved by the accounting coordinator.
Personnel tasks also include processing graduate letters of appointment and tuition waivers. Faculty activity reporting, effort reporting, and space reporting are also responsibilities of the payroll and personnel administrator. This area also works with C&G accounting on cost-sharing recording and reporting. All personnel records are safeguarded per university policy.

4.3 Purchasing, and Disbursements

These functions are performed by the senior fiscal assistant, position #00024295, and the fiscal assistant, position #00015410 with part-time assistance from OPS personnel. Role specific training is required for these functions and all purchasing and disbursement transactions must follow university policies and procedures listed in section 3.3 of this document. Additionally, all contracts must be approved by the contract specialists in university purchasing. Additional information can be found at purchasing@ufl.edu. Questions regarding Pcard transactions, purchase orders, contracts, etc. which can not be answered by the accounting coordinator are to be addressed by the Pcard team or the university’s purchasing department.

4.4 Asset Management

The functions related to asset management are performed by the fiscal assistants. Decals are issued by Asset Management for all capitalized equipment purchases. These decals are placed on the equipment in an area accessible for scanning during the annual inventory. Scanning is to be performed by someone other than the property custodian. MCS, according to university guidelines, inventories all capitalized equipment (cost exceeds $5,000) on an annual basis. Older obsolete items are surveyed out and missing items are reported according to university policy.

Sensitive/Attractive Items: Since the capitalized threshold has been increased to $5,000 from $1,000 many items are no longer inventoried. To counteract this, the MCS fiscal office is keeping internal records of all laptops, desktops, peripheral items and other electronic devices. These items will be inventoried by the department IT specialist on an annual basis. Any missing items will be investigated by the fiscal office and the IT specialist. Additions and deletions must be reported by holders to the fiscal and IT offices. Similar items found in the teaching labs have been inventoried and listed. Inventories of these items are to be done at least annually if not each semester and counts are forwarded to the accounting coordinator. Any discrepancies from prior counts are investigated.

4.5 Training

All new TEAMS employees are expected to attend New Employee Orientation within their first month of employment.

New and existing employees are required to partake in university sponsored training sessions required per their position description and associated security roles. Training is also required whenever the university upgrades or modifies an existing procedure.

University training is available via an array of media and formats. This information can be found on the university HR website and in myUFL. All fiscal and administrative employees are strongly encouraged to utilize the topic specific instructional guides available.
All Pcard holders are required to complete training on an annual basis. The accounting coordinator sends out training reminders annually to Pcard holders.

4.6 Effort Reporting

It is the responsibility of the payroll/personnel administrator to work with faculty to accurately report effort on the university’s new online effort reporting system.

4.7 Fuel and Vehicle Usage

MCS currently owns the following 5 vehicles:

Buick Century #3355, located in Gainesville, FL

Chevy Lumina Van #0627, located in Gainesville, FL

Ford Pickup #1270, located in Gainesville, FL

Ford Escape #4675, located in Perry, FL

Chevy pickup truck #4724, located in Perry, Fl

Vehicles may be used for official department business only.

Vehicles are to be operated only by MCS employees whose driver’s licenses are on file with the personnel administrator.

It is department policy to reserve the Gainesville vehicles with the department secretary who records reservations in a date book.

Logs are kept for each vehicle to record users, their destinations, and their related mileage. A log sheet attached to a clipboard is left in each vehicle so that the information can be easily left by each driver for each trip. When the last line of the log sheet is filled in, a user returns the sheet to the department secretary located in the administrative office. New log sheets are promptly placed in the vehicle. The sheets are chronologically filed by vehicle in a binder and retained for the time period required by state statute.

Maintenance Issues and Fuel: All vehicle problems are to be reported by drivers to the secretary who promptly contacts motor pool. No vehicle is to be driven until any potential mechanical or safety issue has been resolved by motor pool.
It is the chair’s policy that all vehicles are to be refueled when the tank gage reaches 1/4 in order that a new user is never faced with an empty tank.

4.8 Reconciliation of Ledgers

The accounting coordinator prints general ledgers and supporting reports each month for all department funds and projects as they become available from enterprise systems. These reports are reconciled, by the accounting coordinator, on a monthly basis, with the department’s shadow system which includes review of original source material. Any discrepancies are thoroughly investigated by the accounting coordinator. If required, correcting journal entries are processed per university and C&G guidelines. Any report errors are promptly brought to the attention of enterprise systems.

Explanation of shadow system:

The fiscal office maintains excel sheets for each MCS state appropriated fund, cash based funds, and each sponsored research related project (funds 201 and 209). These sheets are set up by fiscal staff whenever a new MCS fund or project comes into existence. All transactions (budget, budget encumbrances, and expenditures) affecting these funds and projects are recorded on the excel sheet by the department senior fiscal assistant as they occur from original source materials. See also section 4.3 for further detail on purchasing and disbursement procedures.

Principal Investigators are encouraged to review the shadow system and monthly generated enterprise systems reports in order to stay abreast of their project balances and activity. The accounting coordinator meets with all PIs on a regular basis to discuss the financial activity related to each project.

4.9 Grant Expenditures

All grant expenditures must be reviewed per sponsor guidelines for allowability, reasonableness of cost, and allocability before being charged to a particular project. The department chair, PI, and C&G accounting are to be contacted immediately if an expenditure does not meet these criteria.

Rules and regulations for expenditures and related discussions can be found in OMB Circular A-21, DSR and the university’s finance and accounting websites.

4.10 Travel

All MCS employees who are planning to travel on university official business must complete the department’s online “Travel Authorization Request” form (TAR). This form is accessed through the department’s webpage, www.microcell.ufl.edu. All trips must be approved by the department chair via this form so that the traveler is covered under the university’s insurance.
It is the traveler’s responsibility to submit all receipts and paperwork to the fiscal office in accordance with university guidelines. The senior fiscal assistant position processes travel for the department.

### 4.11 Staff Evaluations

Fiscal and administrative personnel are evaluated annually as mandated by university policy. The accounting coordinator evaluates the administrative assistant, senior fiscal assistant, fiscal assistant and secretary. The accounting coordinator and IT specialist are evaluated by the chair. At evaluation time each job description will be reviewed and amended as necessary. Additionally, commencing with the 2012 reviews, internal control checklists pertaining to particular job functions will be reviewed by the accounting coordinator with the relevant employees. All job descriptions are reviewed annually and updated as needed.

### 4.12 University of Florida Laboratory Safety

UF’s Environmental Health and Safety Unit has a Department of Laboratory Safety.

The Lab Safety Program is responsible for safety and environmental compliance within research and teaching labs throughout UF facilities. Their focus is to provide proactive direction for labs with safety issues and to facilitate compliance.

This is a link to their UF web page:

[http://www.ehs.ufl.edu/Lab/default.asp](http://www.ehs.ufl.edu/Lab/default.asp)

This is a link to their Laboratory Safety Manual web page:

[http://www.ehs.ufl.edu/Lab/LabSafe.pdf](http://www.ehs.ufl.edu/Lab/LabSafe.pdf)

The principal investigator (P.I.), laboratory supervisor or manager has the responsibility for controlling hazards in her/his laboratory. This shall include:

1. Completing a hazard assessment for all procedures
2. Instructing laboratory personnel on potential hazards
3. Correcting work errors and dangerous conditions
4. Encouraging a positive attitude towards safety
5. Selecting the proper personal protective equipment (PPE) and ensuring that it is worn and used correctly
6. Maintaining compliance with all applicable UF safety programs
7. Investigating the circumstances surrounding a laboratory accident and taking steps to avoid recurrence
8. All labs having annual training and safety updates
9. Equipment such as freezers, refrigerators and microwaves being labeled as to purpose of use

NO STUDENT OR EMPLOYEE IS TO OPERATE EQUIPMENT WITHOUT PROPER TRAINING AND SUPERVISION, IF REQUIRED.

ALL LAB PERSONNEL MUST BE PROPERLY ATTIRE, (e.g., closed toe shoes, goggles, eye glasses, lab coats, etc.)

4.13 University of Florida Emergency Management Plan

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of annexes, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions and references in a concise format for the individuals designated to manage University resources.

This link connects to the full university Emergency Management Plan:

http://www.ehs.ufl.edu/disasterplan/UFEMP.pdf

This link connects to a wide variety of IFAS resources on disaster preparation and recovery:

http://solutionsforyourlife.ufl.edu/disaster_prep/

The Personnel Administrative Assistant maintains a hard copy manual of disaster preparation and recovery in his/her office. A weather radio is also located in the administrative office. Employees must adhere to any emergency university directives broadcast on the university phone system.
4.14 Miscellaneous

The department’s regular work schedule is Monday- Friday 8AM-5PM. Any deviation from this schedule must be approved by the employee’s supervisor.

All employees are required to be appropriately attired for the workplace.

5. Internal Control Checklists

University of Florida Internal Control Checklist

The objective of the Internal Control Checklist is to provide the campus community with a tool for evaluating their internal control structure and general compliance, while also promoting effective and efficient business practices. The effective utilization of this checklist will strengthen controls, improve compliance, and eliminate many potential audit comments.

Questions and Answers

What is Internal Control?

Internal control in its broader sense is defined as a process affected by an organization's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of reporting
- Compliance with applicable rules, laws and regulations
Internal Control components include Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring.

Most of the time the emphasis is on common control activities which may include the following:

- Segregation of functional responsibilities to create a system of checks and balances.
- A system of authorization and record procedures adequate to provide reasonable accounting control over assets, liabilities, revenues, and expenditures.
- Development of policies and procedures for prescribing and documenting the business and control processes. This should consist of a well thought out strategy and be reviewed and adjusted periodically to reflect changes in the business and control environment.

Are there policies or principles established by the University of Florida regarding internal controls and financial management?

The University of Florida and its governing board adopted the Guiding Principles of Financial Management and Internal Control Principles. These may be accessed electronically at

http://fa.ufl.edu/uco/internal-control-principles.asp
http://fa.ufl.edu/uco/guiding-principles-financial-management.asp

What is Internal Control?

For purposes of this document, legal and managerial compliance is simply intended to refer to compliance with the various laws, rules, policies, directives, and procedures that prescribe the guidelines and parameters that we must operate within. Some of these are self-imposed to ensure effective business and/or control practices. Legal and managerial compliance requirements which govern how we operate include, but are not limited to the following:

Federal Constitution, Laws, and Regulations
Florida Constitution, Statutes, and Administrative Code
University of Florida Board of Trustee Policies, Resolutions, and By-laws
University of Florida Finance and Accounting Directives and Procedures
University Controller Memoranda
Departmental Polices and Procedures

How can I operate more efficiently?

There is no pat answer to this question. Obviously, skilled, well-informed and motivated faculty and staff is an important ingredient to an effective operation. Staff should be provided adequate training opportunities and understand what is expected of them. Good lines of communications are important.
With the fast pace of changes in technology, coupled with changes in regulatory compliance requirements and staff turnover, it is usually useful to review the various processes from time to time asking why the various tasks are being performed and determining if the tasks add any value to the process, or if there is a better way to accomplish them.

Examining crises that have occurred in the past is often a useful way of preventing them in the future. Reviewing the structure or operations of similar organizations may also provide ideas on how to improve your organization.

**How do I use the checklist?**

The checklist is simply a tool similar to what most auditors might use if they were performing a review of your department's internal controls. **The checklist should be completed by management accountable for the particular business process.** While "no" responses would normally indicate a potential weakness, this could be off-set by "compensating" controls within the unit. It is difficult to make a statement regarding a particular control based on the response to just one question. Most internal control procedures are simply based on "common sense", i.e., the person having custody of the asset, such as cash, should not be solely responsible for accounting for it; no one person should be able to complete a requisition/payment transaction or personnel/payroll transaction from beginning to end without an appropriate monitoring or oversight. Incompatible duties should be segregated for a check and balance; laws and University policies and directives are expected to be followed. Despite the fact that many internal controls are a simple matter of common sense, taking the time to periodically use this checklist to review the control processes can be a valuable tool in the process and help document your due diligence. The complete set of checklists are available electronically at:

http://fa.ufl.edu/uco/internal-control-checklist.pdf

**What do we do if we identify potential control deficiencies or we have questions?**

Risks associated with potential control deficiencies may differ from unit to unit. The unit management is the first channel to address the implications of the deficiencies. Other resources may include the Controller’s Office (simpsonk@ufl.edu) and the Office of Audit and Compliance Review (auditor@ufl.edu).

*Remember, we all play a part in the University's internal control system!*