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GRANTS MANAGEMENT MADE "EASY"

A STEP-BY-STEP GUIDE FOR GRANTS ACCOUNTING & FINANCIAL MANAGEMENT
MISSION

The Office of Research and Sponsored Programs (ORSP) serves as the University's central administrative unit responsible for securing external resources through grants and contracts and providing financial and contractual stewardship of awards. ORSP provides dynamic and proactive services to cultivate and maximize external resources for relevant research, scholarly and creative pursuits. ORSP provides guidance and support to the University community in an environment that fosters the creative process and the enrichment of students and teaching, while ensuring protection of the University's financial, contractual, and regulatory obligations as well as accountability to external funding sources.

ORSP is designated as both the advocate and the administrative oversight office for all externally funded contracts and grants related to the research, training, and public service activities within the University. ORSP provides proposal and funding advice and assistance, award negotiations, post-award administration, accounting services, and financial administration for faculty interested in grants and contracts. Through the programs which it administers, ORSP contributes to professional development of faculty, enhances the educational experiences of students, and facilitates the University's efforts to address critical concerns of the community and region.

The mission of the Grants Accounting and Financial Management (Post-Award) area within the Office of Research and Sponsored Programs includes overseeing the financial administration of all grants and contracts received by the University of North Florida. Some of the responsibilities of the Grants Accounting and Financial Management area include:

- Establishment of sponsored accounts and budget load
- Approval of re-budgeting and cost-transfer requests
- Invoicing of sponsors/submission of cash drawdown for federal awards
- Deposit of payments
- Development and submission of financial status reports to sponsors
- Oversight of close-out activities, including transferring of residual accounts
- Assisting departments with accounting issues
- Provision of training to faculty and departmental administrative research staff
- Oversight of effort reporting and cost-sharing activities
- Oversight of fiscal and administrative compliance issues relative to fiscal and administrative management of funded projects.
HELPFUL HINTS FOR USING THE GRANTS MANAGEMENT MANUAL

A. To Perform a NEXT BLOCK Function:
   1. Click on the Next Block icon on the Banner menu OR
   2. Press the [Control] and [Page Down] keys simultaneously on your keyboard

B. To Perform a PREVIOUS BLOCK Function:
   1. Click on the Previous Block icon on the Banner menu OR
   2. Press the [Control] and [Page Up] keys simultaneously on your keyboard

C. To ENTER a QUERY:
   1. Click on the ENTER QUERY icon on the Banner menu OR
   2. Press F7 on the keyboard

D. To EXECUTE a QUERY:
   1. Click on the EXECUTE QUERY icon on the Banner menu OR
   2. Press F8 on the keyboard
GENERAL INFORMATION
Banner is a web-based, administrative software application. It was developed by a company called SunGard Higher Education specifically for higher education institutions. Banner provides an online environment that will allow UNF to perform administrative functions in a highly efficient manner as data is completely integrated and shared among different departments across the University. The reason UNF moved to using Banner is due to the 2001 Florida Legislature mandate.

Banner acts as the interface between you and the Oracle database that contains all the UNF data. Banner is designed to integrate all departments and functions across an organization onto a single computer system that can serve all departments’ particular needs. It combines all of the administrative elements into a single, integrated software program that runs off a single database so that the various departments can more easily share information and communicate with each other. Banner information can be accessed in two ways:

1) **Internet Native Banner (INB)**

2) **Self Service** - The Self-Service method is divided into two modules which include:
   a. Finance Self-Service - Finance Self-Service pertains to financial data.
   b. Employee Self-Service - Employee Self Service pertains to employee related data.
Before you can process/access information using Banner, you must first login through the myWings web portal. This web portal will be the entry point for anything internally related to UNF and by which you will gain access to all Banner services; both Internet Native Banner (INB) & Self Service.

Banner is real-time and can be accessed at anytime from any computer anywhere with an Internet connection.

I. To login to Internet Native Banner:

1. Open Internet Explorer.

2. Go to http://mywings.unf.edu

3. Login with your UNF ID and password.

4. Click the Staff tab.

5. Click the Internet Native Banner (INB) link.

Since myWings will serve as the new entry point to all Banner applications and university information, you’re encouraged to make this site one of your Favorites in your web browser or a shortcut on your desktop so it will be easy to access next time.
6. You should be taken to the INB Main Menu screen, as shown below.
II. To login to Finance Self-Service:
   1. Follow Steps 1-4 above for Logging into Internet Native Banner.
   2. Click the Finance Self-Service link.

III. To login to Employee Self-Service:
   1. Follow Steps 1-4 above for Logging into Internet Native Banner.
   2. Click the Employee Self-Service link.
PI RESPONSIBILITIES

Responsibilities of the Principle Investigator (PI) include:

- Collaborating with your assigned GAFM Coordinator to initiate requests of all forms and paperwork associated with personnel actions, including hiring documents, certification of time worked, evaluation of performance according to University procedures, and recommendations for retention, promotion, demotion and salary adjustments and increases.

- Authorization of all project expenditures and assuring that these expenditures are both reasonable and necessary for the project's conduct and allowable under the terms of the award.

- Verification of the accuracy of the project's accounting inputs through a system of ongoing monitoring of monthly ledgers and verification of goods and services received on behalf of the project.

- Preparation and submission of all required program reports to the funding entity, including final reports. Reports may be submitted through ORSP or sent directly to sponsor with a copy or verification of submission provided to ORSP for the official permanent files.

- Proper care, maintenance and disposition of all equipment purchased with grant/contract funds.

- Approval of travel by all project personnel (except their own) and others traveling on behalf of the project. This approval verifies that the travel is necessary for the project's conduct and is in accordance with the funding agency award. Additionally, the PI is responsible for securing other approvals as necessary; e.g., a department chair's approval for faculty traveling during the period of an academic teaching assignment. Please note that all travel is to be approved by ORSP prior to being submitted to the Travel Office.

- Selection and hiring of consultants for the project. This is to be done in accordance with State of Florida requirements and in a manner to assure that no conflict of interest occurs in any situation.

The PI's Chair and Dean, Director, or other administrative supervisors share the responsibility of assuring academic integrity and compliance with University procedures insofar as they provide oversight of all the activities conducted by employees of the University.

ORSP is responsible for establishing procedures to assure compliance with the University, the State of Florida, and the funding source's rules, guidelines, and regulations. Further, ORSP is responsible for certifying that project activities are in the best interest of the University and enhance its academic mission.
An index is a user defined six numeric value used for a set of FOAPAL elements that acts as a shortcut for speed data entry by the user. The FOAPAL elements within the index consist of:

- **Fund**: Six-character code that identifies a self-balancing set of accounts and identifies ownership. It is normally used to define "WHERE" the source of funding is coming from. **Examples**: 110000 – State Appropriations; 200000 – Current Restricted
- **Organization**: Six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define "WHO" spends the money. **Examples**: 200400 – Purchasing; 300300 – Publications
- **Account**: Six-character code that identifies objects, such as general ledger accounts and operating ledger accounts. It is normally used to define the "WHAT". **Examples**: 740001 – Educational Materials; 620000-Fringe Benefits
- **Program**: Two character code that identifies a function and enables the institution to establish a method of classifying transactions across organizations. **Examples**: 11-Instruction; 22-Basic Research
- **Activity**: Not used at this time
- **Location**: Not used at this time

1. An official index number is assigned to a project once the award has been received and is the beginning of the Post-Award process. You will be sent the following notification example from your assigned GAFM Coordinator once an index number has been assigned to your award:

   A new index, **210000**, has been established for the **TITLE OF THE AWARD** in the amount of **$000,000** for the period of **MM/DD/YY-MM/DD/YY**. This index should be used when processing invoices, requisitions, and all personnel expenditures; if applicable, relating to this award. In order to utilize this index, an approval queue must be established. Please identify the following:

   1. Individuals who will be responsible for **creating** requisitions and invoices in Banner for this award.
   2. Individuals who will be responsible for **approving** requisitions and invoices in Banner for this award.

   Upon receipt of the above information, notification will be sent to the Financial Systems Department for the creation of the approval queue.

   In the near future, a meeting request will be sent to you to review the grants management process.

   Should you have specific questions, please do not hesitate to contact me.

   Thank You,

   **Sandy Wirth**
   Coordinator, Grants Accounting & Financial Management
   Office of Research and Sponsored Programs
   Phone: 904-620-2444
   Fax: 904-620-2457

2. After the approval queue has been established, you can begin using your index number for purchases of expenditures and processing payroll.
ORIENTATION MEETINGS

After the index has been established, an orientation meeting will be scheduled with the PI. An orientation meeting will be scheduled for each award received by the PI. The purpose of the orientation meeting is to provide a mutual understanding for the successful completion of the project; to review specific guidelines, deadlines and restrictions on the award; to review university, agency, and federal procedures; to inform the PI of the services offered within ORSP; and to meet the staff within ORSP who will be working with the PI on the award.

---

ORIENTATION MEETING
INDEX 2XXXXX
Title: Learning Grants Management
PI: Jane Doe
Budget Period: 10/1/06 - 9/30/07
Award Amount: $19,607.00
F&A Costs: $588.00   F&A Rate: 3% Revenue

Assigned Coordinator, Grants Accounting & Financial Management
LaShawn Smith
Phone: 620-2446
Email: n00013080@unf.edu

Director
Grants Accounting & Financial Management
Cheresa Y. Hamilton
Phone: 620-2444
Email: chamitto@unf.edu

---

IMPORTANT DATES

| Last Date to Use PCard       | 09/15/2007 |
| Last Date to Incur Expenditures | 09/30/2007 |
| Last Date to Issue Purchase Orders | 09/30/2007 |
| Last Date for Budget Amendments | 08/31/2007 |
| Last Date to Liquidate Expenses | 10/15/2007 |
| Last Day to Request No-Cost Extension | 08/31/2007 |

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<th>INVOICES</th>
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<td>10/1/06 - 12/31/06</td>
<td>10/15/2006</td>
</tr>
<tr>
<td>1/1/07 - 3/31/07</td>
<td>01/15/2007</td>
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<tr>
<td>4/1/07 - 6/30/07</td>
<td>04/15/2007</td>
</tr>
<tr>
<td>7/1/07 - 9/30/07</td>
<td>07/15/2007</td>
</tr>
</tbody>
</table>

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<th>REPORTS</th>
<th></th>
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<td>10/15/2006</td>
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<tr>
<td>Progress Report</td>
<td>01/15/2007</td>
</tr>
<tr>
<td>Progress Report</td>
<td>04/15/2007</td>
</tr>
<tr>
<td>Progress Report</td>
<td>07/15/2007</td>
</tr>
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</table>
CLOSE-OUT MEETINGS

A close-out meeting is scheduled with the PI at least 30 days before each grant award ends. The close-out meeting provides ORSP the opportunity to review the available balance on a project, project expenditures for the remaining grant period, review pending expenditures for the project, and review agency guidelines for completion of the award.

The ORSP staff will review the funding agencies' requirements related to final report submission and record maintenance; the auditing agencies' requirements for availability of documentation; and the State of Florida's requirements for record retention, personnel terminations, and equipment disposition.

It is the PI's responsibility to prepare the final program reports and to assure all paperwork necessary to close out the project including termination of personnel and cancellation of work orders and other expenditure mechanisms associated with the grant or contract have been submitted. It is ORSP's responsibility to prepare and submit the final accounting and fiscal reports, to determine when the actual grant or contract project account should be closed, and to make decisions and take action necessary to return or distribute all residual funds associated with the project.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS
GRANTS ACCOUNTING & FINANCIAL MANAGEMENT
30-DAY CLOSE OUT MEETING
INDEX 210000
Testing UNF Faculty and Staff
PI: Dr. John Smith
Budget Period: 9/1/05-4/30/06
Award Amount: $916,000.00
F&A Costs: $256,230.00
F&A Rate: 45% SWF

PROJECTED BUDGET THRU 4/30/06

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>BUDGET</td>
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<td>LESS:</td>
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<tr>
<td>Salaries &amp; Wages as of 3/1/06</td>
<td>&lt;291,614.66</td>
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<tr>
<td>Expenditures Spent as of 3/10/06</td>
<td>&lt;315,005.69</td>
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<tr>
<td>Outstanding Encumbrances as of 3/10/06</td>
<td>&lt;19,522.90</td>
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<tr>
<td>Projected Indirect Costs thru 4/30/06</td>
<td>&lt;85,737.34</td>
</tr>
<tr>
<td>Projected Worker’s Compensation thru 4/30/06</td>
<td>&lt;1,011.80</td>
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<tr>
<td>Projected Salaries &amp; Wages thru 4/30/06</td>
<td>&lt;190,527.43</td>
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<tr>
<td>PROJECTED AVAILABLE BALANCE at 4/30/06:</td>
<td>$12,580.18</td>
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(See Attachment A)
(See Attachment B)
(See Attachment B&C)
# OUTSTANDING ENCUMBRANCES

**AS OF 3/10/06**

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<tr>
<th>Account Code</th>
<th>Document Code</th>
<th>Description</th>
<th>Original Commitments</th>
<th>Encumbrance Adjustments</th>
<th>Encumbrance Liquidations</th>
<th>Reservations</th>
<th>Current Commitments</th>
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<td>Digi-Key Corp</td>
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**Report Total (of all records)**

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**ATTACHMENT B**

**INDEX 210000**

**PROJECTED SALARIES AND WAGES**

**AS OF 3/10/06**

*Projections are Based Upon Payperiod 6 (2/25/06-3/10/06). Total Salaries and Wages for Payperiod 6 were $14,009.37:*

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<td><em><strong>Projected Salary thru 4/30/06 (See Attachment C)</strong></em></td>
<td>13.6</td>
<td>$190,527.43</td>
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<tr>
<td>Indirect Costs based upon 45% S&amp;W</td>
<td>45%</td>
<td>$85,737.34</td>
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<td>Worker’s Compensation (Salary Only)</td>
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<td><strong>$277,276.57</strong></td>
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<td>Smith10</td>
<td>Joe</td>
</tr>
<tr>
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<td>2006</td>
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<tr>
<td>N00000000</td>
<td>Smith13</td>
<td>2006</td>
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<tr>
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<td>2006</td>
</tr>
<tr>
<td>N00000000</td>
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<td>2006</td>
</tr>
<tr>
<td>N00000000</td>
<td>Smith14</td>
<td>2006</td>
</tr>
</tbody>
</table>

**Grand Total:** $14,009.37
The Office of Management and Budget (OMB) leads the development of government-wide policy to assure that federal funds are managed properly and that federal dollars are spent in accordance with applicable laws and regulations. The OMB established such policies through circulars and common rules.

There are 3 major circulars for universities who have federal funds: (1) OMB Circular A-21, (2) OMB Circular A-110, and (3) OMB Circular A-133.

I. OMB Circular A-21
Cost Principles for Educational Institutions

A. Defines the financial framework for administering federally sponsored research

B. Describes the basis for calculating facilities and administrative (F&A or indirect costs)

C. Provides a reference section for determining how to charge specific, common costs

D. Divided into sections:
   - Section A – Purpose and Scope
   - Section B – Definition of Terms
   - Section C – Basic Consideration
     - Allowability
     - Allocability
     - Consistency
   - Section D – Direct Cost
   - Section E – F&A Cost
   - Section F – Identification and Assignment of F&A Costs
   - Section G – Determination and Application of F&A Cost Rates
   - Section H – Simplified Method for Small Institutions
   - Section J – General Provisions for Selected Items of Costs
   - Section K – Certification of Charges


II. OMB Circular A-110
Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

A. Uniform Administration for Grants:
   - Establishes standards for obtaining consistency and uniformity among federal agencies in the administration of grants and other agreements
   - Federal granting agencies must implement the requirements of A-110 into agency regulations and shall not impose additional or inconsistent requirements without specific authorization
   - Applies only to federal assistance awards

B. Website Link: [http://www.whitehouse.gov/omb/circulars/a110/a110.html](http://www.whitehouse.gov/omb/circulars/a110/a110.html)
III. OMB Circular A-133
Audits of States, Local, Government, and Non-Profit Organizations

A. Audits of States, Local Governments, and Nonprofit Organizations

- Establishes standards for obtaining consistency and uniformity among federal agencies for audits
- Requires annual audit
- Applies only to federal assistance awards

B. Website Link: http://www.whitehouse.gov/omb/circulars/a133/a133.html
FINDING AVAILABLE BALANCES ON PROJECTS

2 Ways to Check:
1) Internet Native Banner (INB) - FGIBAVL
2) Finance Self Service – Available Balance

Available Balance displays specific information by roll-up account level which will reconcile Budget Availability to balances currently posted in the Operating Ledger. Balances in the Operating Ledger include all transactions that have completed the approval process and posted to the Operating Ledger.

Pending Documents are still in process (either not yet completed by the initiator or approved by all required approvers) and have NOT yet posted to the Operating Ledger. These pending documents WILL reduce Available Balance even while they are in process. If you no longer require these pending documents, delete the pending document to increase your Available Balance.

ORSP Projects have an index# that begins with a 21, 22, or 23.

I. To Check Available Balance Using Internet Native Banner:

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service)

2. Access the Budget Availability Access Form (FGIBAVL) to check the budget availability of a project. Press <Enter>

3. Press <Tab> two times to go to the index field.

4. Type the index number of your project.

5. Press <Tab> three times to go to the account field.

Check the available balance in your index frequently. Invoices and requisitions will be disapproved if balances are in the negative.
6. Type “600000” in the account code field.

The Available Balance on your project is pooled into categories of Salaries and Wages, Expenditures, and Worker’s Compensation.

7. Perform a **Next Block** function.

There must be sufficient balance in the Salaries and Wages Available Balance column before processing payroll expenses. Also, there must be sufficient balance in the Expenditures Available Balance column before processing requisitions and invoices. Budget is not created for Worker’s Compensation but the total YTD activity for worker’s compensation is deducted from the available balance for Salaries and Wages for grant financial reports.

8. Banner displays the total available balance on your project.
II. To Check Available Balance Using Finance Self-Service:

1. Login to Finance Self-Service: Internet Native Banner/Self-Service
2. Click on the Available Balance link.
3. Enter the index number of the available balance you want to view.
4. Click the **Index** button to populate the fund and organization codes.

5. Select the Fiscal Year. For example, the 06-07 fiscal year is 07.

6. Click the **Create Report** button.

---

There must be sufficient balance in the Salaries and Wages Available Balance (600000) before processing payroll expenses. Also, there must be sufficient balance in the Expenditures (700000) Available Balance before processing requisitions and invoices. Budget is not created for Worker’s Compensation but the total Year to Date column for worker’s compensation is deducted from the available balance for Salaries and Wages for grant financial reports.
Finding Available Balances on Fee Accounts

Finding Available Balances on Fee Accounts

1 Way to Check:
1) Internet Native Banner (INB) - FGITBAL

Fee accounts begin with a 24 index or fund number. Fee accounts are accounts related to collecting fees for training or public service programs provided by authorized centers, institutes, faculty members, and activities related to specific sponsored agreements.

Note: You cannot use Finance Self Service to check the available balance on fee accounts. Fee accounts are budgeted based upon the available cash. Finance Self Service does not show cash balances so you must use Internet Native Banner (INB).

I. To Check Available Balance For Fee Accounts Using Internet Native Banner:

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service)

2. Access the Budget Availability Access Form (FGITBAL) to check the budget availability of your fee account. Press <Enter>.

3. Press <Tab> two times to go to the fund field

4. Type the fund number of your fee account in the fund field. The fund number is the same number as your index number. Press <Tab>.

Check the available balance in your index frequently. Invoices and requisitions will be disapproved if balances are in the negative.

Fee accounts begin with a 24 index or fund number. Fee accounts are accounts related to collecting fees for training or public service programs provided by authorized centers, institutes, faculty members, and activities related to specific sponsored agreements.
5. Perform a **Next Block** function.

6. Banner displays the claim on cash balance of your fee account. The claim on cash balance is the amount of funds available to be spent for a fee account.

The normal balance for Claim on Cash is a Debit (D) balance. If you have a “C” for Credit in the D/C column, then your index is in the negative and no further expenditures can be processed from this index until funds have been received.
FINDING AVAILABLE BALANCES ON IPDs/DEVELOPMENT ACCOUNTS

1. Way to Check:

1) Internet Native Banner (INB) - FGITBAL

An IPD is an Individual Professional Development account. An IPD has funds under the control of the PI that are not a grant, contract or other agreement which restricts the use of the funds to a specific activity of purpose for which a detailed report of the use of the funds may be required by the funding source.

Each IPD is assigned a Banner index number. An IPD begins with a 25 index number. The IPD can be utilized by the PI as long as he/she is an employee of the University. [In no case will these funds be utilized to supplement salaries received for regularly assigned work or reassign effort from regularly assigned work.]

An IPD receives funding through the residual funds from fixed-price agreements and F&A (indirect) cost distribution. The revenue and budget for F&A cost distributions are posted real time after a charge is posted to the grant ledgers.

A Development account is assigned to a college or department. Development accounts receive funding as a result of the F&A distributed by C&G projects.

I. To Check Available Balances For IPDs/Development Accounts Using Internet Native Banner:

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service)

2. Access the Budget Availability Access Form (FGITBAL) to check the budget availability of your fee account. Press <Enter>.

3. Press <Tab> two times to go to the fund field.

 يونايتد ستates فدرال 10: Finding Available Balances on IPDs/Development Accounts
4. Type the fund number of your development account in the fund field. *The fund number is the same number as your IPD index number or Development index number.* Press <Tab>.

5. Perform a **Next Block** function.

6. Banner displays the claim on cash balance of your development account. The claim on cash balance is the amount of funds available to be spent for an IPD/Development account.

⚠️ The normal balance for Claim on Cash is a Debit (D) balance. If you have a “C” for Credit in the D/C column, then your index is in the negative and no further expenditures can be processed from this index until funds have been received.
ALLOWABLE/UNALLOWABLE EXPENDITURES ON IPD/DEVELOPMENT ACCOUNTS

NOTE: Any type of expenditure that is related to the development and administration of research and to the professional development of faculty generally is allowable. Examples of allowable expenses by account category are listed below, but the list should not be considered to be limited only to those shown. Case-by-case review and approval by ORSP may be obtained for other expenditures.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer salary for faculty</td>
<td>Additional salary for regular assigned work</td>
</tr>
<tr>
<td>Supplemental compensation for faculty for research effort</td>
<td></td>
</tr>
<tr>
<td>Student or OPS wages</td>
<td></td>
</tr>
<tr>
<td>Travel related to professional development or research development</td>
<td></td>
</tr>
<tr>
<td>Food: meals and refreshments for events supporting research or professional development</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Memberships and subscriptions</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
</tbody>
</table>

For additional guidelines regarding development accounts and allowable expenditures, see page 16 of ORSP’s archived procedures at http://www.unf.edu/research/procedures.pdf
VIEWING BUDGETS ON PROJECTS

2 Ways to Check:
1) Internet Native Banner (INB) - FRIGITD
2) Finance Self Service – Budget Queries

Viewing budgets for an ORSP project allows you to see where budget has been established by account code for an award. The budget will include any budget amendments approved, outstanding encumbrances, activity to date, and the available balance for your award.

I. To View A Budget Using Internet Native Banner:

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service)

2. Access the Budget Availability Access Form (FRIGITD) to view the budget of an ORSP project or grant award. Press <Enter>.

3. Press <Tab> two times to go to the index field.
4. Type the index number of your project. Press <Tab>.

5. Perform a Next Block function.

The FRIGITD report shows budget by account code type. The Commitments column includes outstanding purchase orders as well as requisitions that have been created and have not been approved or been committed as a purchase order.
6. Scroll down to see all account types or the overall available balance on the project.

II. To View A Budget Using Finance Self-Service:

2. Login to Finance Self-Service: 2-(Internet Native Banner/Self-Service).

3. Click on the Budget Queries link.
4. Click the **Create Query** button

5. Click the **Continue** button.
6. Enter the index number in the Index field.

7. Click on the **Submit Query** button. Banner will automatically populate the FOAPAL information.

8. Click on the **Submit Query** button again.
9. Banner displays the budget information by account type.

10. You may need to click the **Next 15** button frequently view additional budget items by account type.

11. You may Download All Ledger Columns or Selected Ledger Columns into Microsoft Excel by clicking on the appropriate button.
12. Click on the **Open** button to download the file into Microsoft Excel.

![File Download Dialog]

13. Banner downloads the file in Microsoft Excel for you to format and print the budget if desired.

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>University of North Florida</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>230167 VEMP Testing Protocol Adults &amp; Child</td>
</tr>
<tr>
<td>Organization</td>
<td>Athletic Training/Physical Therapy</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
</tr>
<tr>
<td>Programs</td>
<td>22 Individual or Project Research</td>
</tr>
<tr>
<td>Activity</td>
<td>All</td>
</tr>
<tr>
<td>Location</td>
<td>All</td>
</tr>
<tr>
<td>Commitment</td>
<td>All</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<th>Fund Type</th>
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<th>Account Type</th>
<th>Account Type</th>
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<th>Account Type</th>
<th>Account Type</th>
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</thead>
<tbody>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>611000 Faculty Training</td>
<td>61 Salaries</td>
<td>60 Salaries</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>830000 Employer</td>
<td>62 Employer</td>
<td>60 Salaries</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>640340 Pretax BIC</td>
<td>64 Pretax BIC</td>
<td>60 Salaries</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>640340 Pretax Me</td>
<td>64 Pretax Me</td>
<td>60 Salaries</td>
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<tr>
<td>U</td>
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<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>711001 Student Aid</td>
<td>69 Temporary</td>
<td>60 Salaries</td>
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<tr>
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<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>712004 Adjusted Fr</td>
<td>69 Temporary</td>
<td>60 Salaries</td>
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<tr>
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<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Athletic Tr</td>
<td>719000 Employer</td>
<td>69 Temporary</td>
<td>60 Salaries</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Social Security</td>
<td>69 Temporary</td>
<td>60 Salaries</td>
<td></td>
<td></td>
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<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Medicare</td>
<td>69 Temporary</td>
<td>60 Salaries</td>
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<td></td>
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</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
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<td>740010 Labor</td>
<td>74 材料</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>640400 Computer</td>
<td>740019 Labor</td>
<td>74 材料</td>
<td>70 Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>711000 Indirect Cost</td>
<td>77 Other Operating</td>
<td>70 Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>772100 In-State Tuition</td>
<td>77 Other Operating</td>
<td>70 Expenses</td>
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<td></td>
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<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>772200 Out of State Tuition</td>
<td>77 Other Operating</td>
<td>70 Expenses</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Sponsored</td>
<td>20 Current</td>
<td>Re</td>
<td>2016 VEMP Test</td>
<td>777023 Worker's C</td>
<td>77 Other Operating</td>
<td>70 Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. To Print The FRRGITD (Grant Inception To Date Report) Using Internet Native Banner:

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service).

2. Access the Grant Inception To Date Report form (FRRGITD) to print a budget report for an ORSP project or grant award. Press <Enter>.

3. Perform a Next Block function.
4. Enter “database” in the printer field to print the report to the screen.

5. Perform a Next Block function.

6. Enter the following values in the Values fields:

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Chart of Accounts</td>
<td>Enter U</td>
</tr>
<tr>
<td>02</td>
<td>As of Date</td>
<td>Enter current date in DD-MMM-YY</td>
</tr>
<tr>
<td>03</td>
<td>Enter Grant Option</td>
<td>Enter S</td>
</tr>
<tr>
<td>04</td>
<td>Grant From</td>
<td>Leave blank</td>
</tr>
<tr>
<td>05</td>
<td>Grant To</td>
<td>Leave blank</td>
</tr>
<tr>
<td>06</td>
<td>Grant Wildcards</td>
<td>Leave blank</td>
</tr>
<tr>
<td>07</td>
<td>Specific Grants</td>
<td>Enter Index# of award</td>
</tr>
<tr>
<td>08</td>
<td>Fund Information</td>
<td>Enter Y</td>
</tr>
</tbody>
</table>

7. Perform a Next Block function.
8. Click on the Save Parameter Set as checkbox to save the parameters for future use.

9. Click on the Save icon.

10. Click OK on the pop-up menu Forms

11. Select Review Output (GJIREVO) from the Options menu.

12. Double-click in the File Name field.
13. Select the file name ending in “lis”

14. Click the OK button.

15. Banner displays the Grant Inception to Date Report (FRRGITD).

16. Select Show Document (Save and Print File) from the Options menu.
17. Click Yes on the pop-up menu Forms.

![Forms](image)

You have selected to Show File (n00008098_frgritd_394815.lis) in a browser. Do you wish to continue?

18. Maximize the report by clicking the maximize icon.

![Maximize icon](image)

19. The report will print to the screen.

To calculate the available balance, look at the last column titled Available Balance. Scroll down to the Grant Total area located at the bottom of the report. The report will display the available budget in each category of labor, direct expenditures, and transfers. If the available balance is a negative number in either category, contact your assigned GAFM Coordinator for a possible budget transfer. Budget transfers are not needed for fixed-price awards as long as the combined total of labor, direct expenditures, and transfers in the available balance column is positive. If revenue is a negative number then ORSP is still collecting funds from the awarding agency, but this does not affect the available budget you have to spend in each category.
20. To print the report, select Page Setup from the File menu.

21. Select Landscape as the orientation.

22. Click on the OK icon.

23. Select Print from the File menu and print the report to your designated printer.
II. To Print The FGRODTA (Organizational Detail Activity Report) Using Internet Native Banner:

1. Login to Internet Native Banner (INB): Question 2-(How Do I Sign Into Internet Native Banner/Self-Service).

2. Access the Organizational Detail Activity Report form (FGRODTA) to print a budget report for an ORSP project or grant award. Press <Enter>.

3. Perform a Next Block function.

4. Enter “database” in the printer field to print the report to the screen.

5. Perform a Next Block function.
6. Enter the following values in the Values fields:

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Fiscal Year</td>
<td>Enter “07” for fiscal year 2006-07.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Fiscal year 2007-08 would be “08”.</td>
</tr>
<tr>
<td>02</td>
<td>Chart of Accounts</td>
<td>Enter “U”</td>
</tr>
<tr>
<td>03</td>
<td>From Organization Code</td>
<td>Leave blank</td>
</tr>
<tr>
<td>04</td>
<td>To Organization Code</td>
<td>Leave blank</td>
</tr>
<tr>
<td>05</td>
<td>From Fund Code</td>
<td>Enter the fund code. The fund code is the same number as your index number.</td>
</tr>
<tr>
<td>06</td>
<td>To Fund Code</td>
<td>Enter the fund code again. The fund code is the same number as your index number.</td>
</tr>
<tr>
<td>07</td>
<td>From Account Code</td>
<td>Leave blank</td>
</tr>
<tr>
<td>08</td>
<td>To Account Code</td>
<td>Leave blank</td>
</tr>
<tr>
<td>09</td>
<td>From Date</td>
<td>Enter beginning date of desired reporting period in DD-MMM-YY format.</td>
</tr>
<tr>
<td>10</td>
<td>To Date</td>
<td>Enter ending date of desired reporting period in DD-MMM-YY format.</td>
</tr>
<tr>
<td>11</td>
<td>Include Accrual for last</td>
<td>Enter “Y” for Yes</td>
</tr>
<tr>
<td>12</td>
<td>Print Organization Titles</td>
<td>Enter “Y” for Yes</td>
</tr>
<tr>
<td>13</td>
<td>Commitment Type</td>
<td>Enter “B” for Both committed and uncommitted</td>
</tr>
</tbody>
</table>

7. Perform a Next Block function.
8. Click on the Save Parameter Set as checkbox to save the parameters for future use.

9. Click on the Save icon.

10. Click OK on the pop-up menu Forms

11. Select Review Output (GJIREVO) from the Options menu.

12. Double-click in the File Name field.
13. Select the file name ending in “lis”

14. Click the OK button.

15. Banner displays the Organization Detail Activity Report (FGRODTA).

16. Select Show Document (Save and Print File) from the Options menu.
17. Click Yes on the pop-up menu Forms.

18. Maximize the report by clicking the maximize icon.

19. The report will print to the screen and show detail activity with the document numbers for the report dates identified in the Values parameters.

20. To print the report, select Page Setup from the File menu.
21. Select Landscape as the orientation.

22. Click on the OK icon.

23. Select Print from the File menu and print the report to your designated printer.
FINDING THE SOURCE /BENEFITING INDEXES OF MY F&A COSTS

Facilities & Administration (F&A) Costs, formally known as indirect costs, are defined by the U.S. Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions, as costs "that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity."

ORSP recoups the general costs incurred by the University in the course of conducting sponsored programs by charging F&A costs to grant and contract projects. These are real costs of supporting grants and contracts and thus are included in proposal budgets for external funding.

F&A cost rates for the University are calculated using the federal cost principles detailed in OMB Circular A-21. The proposed rates are audited by the federal government and negotiated by the University Controller with the government's representative at the Department of Health and Human Services, the University's federal cognizant agency. The calculation results in an F&A rate that is applied to a base calculation.

I. To View the Distribution of the Source of F&A Costs:

1. Login to Finance Self-Service: 2- (Internet Native Banner/Self-Service).

2. Click on the Facilities and Administrative (F&A) Cost Distribution link.
3. Click the **Down Arrow Key** next to the Source Index button to select the index F&A costs were charged to.

![Image of the Banner displaying the distribution of F&A recovery for a particular award and the date the transactions were posted.]

4. Click the Source Index button.

5. Scroll down if necessary to view all posted transactions for the source index.
I. To View the Distribution of the Benefiting Indexes of F&A Costs:

1. Login to Finance Self-Service: 2- (Internet Native Banner/Self-Service).

2. Click on the Facilities and Administrative (F&A) Cost Distribution link.

3. Click the Down Arrow Key next to the Benefiting Index button to select the index F&A revenue was posted to.
4. Click the Benefiting Index button.
PROCESSING
GETTING THINGS PAID

3 Ways:
1) Requisition Process
2) Direct Pay
3) Purchasing Card (Pcard)

I. Requisition Process

A requisition is a request to buy goods or services through the Purchasing Office. Once the requisition has been approved, the Purchasing Office creates a purchase order. The purchase order is an offer between the vendor and the university to buy goods or services at a specified price in accordance with the terms and conditions listed on the purchase order. If the vendor accepts the offer, it becomes a legal contract binding on both parties. The vendor may accept the offer verbally, in writing or by taking some action in response to the offer, such as shipment. The requisition is not a Purchase Order.

Requisitions should be used for purchasing items such as equipment, furniture, consulting services, etc… Contact the UNF Purchasing Office at ext. 2730 for assistance on expenditures that must use the requisition process. The requisition process should not be used for items that can be purchased on a purchasing card or by a direct pay. See 14: Processing A Requisition and 15: Processing A Direct Pay for instructions on creating a requisition in Banner.

II. Direct Pay

A direct pay invoice is a request for payment of certain expenditures that The University of North Florida Controller’s Office is permitted to make without going through the requisition process for prior approval of the Purchasing Director. Direct pay expenditures are unencumbered expenditures or expenses processed without a purchase order or a purchasing card. For a listing of frequently used allowable direct pay expenditures, visit the Accounts Payable Office website at http://www.unf.edu/anf/controller/accounts_payable/Lists.aspx

III. Purchasing Card (Pcard)

The UNF Purchasing card is a Visa credit card administered by Regions Bank in conjunction with the Banner Financial System. Pcards are for designated UNF staff and faculty to purchase allowable items for official University business for those charges paid by State funding sources. Pcards cannot be issued to students or OPS employees except with prior approval. The pcard administrator in Purchasing issues pcards to permanent USPS, A&P, or faculty members at the request of the person’s supervisor and/or department head, dean, director or department chair. For a listing of some allowable purchasing card expenditures, visit the Purchasing Office website at http://www.unf.edu/anf/controller/pcard/_Home_PCard.aspx//www.unf.edu/dept/purchasing/purchasingcard.html.
A requisition is a request to order goods/services. Once approved, requisitions are routed directly to the Purchasing Office for approval and processing into a purchase order. For detailed instructions on processing requisitions, register for a class offered by the Center of Professional Development and Training (CPDT).

**To create a requisition for a single line item:**

1. Login to Internet Native Banner (INB): 2-(Internet Native Banner/Self-Service)

2. Enter FPAREQN in the Direct Access bar, then press <Enter>.

3. Perform a **Next Block** function to access the Requisition Entry Requestor/Delivery Information screen. Next blocking will force Internet Native Banner to assign the Requisition number for you.

Do not type anything in the Requisition field on the Requisition Form (FPAREQN). INB will automatically generate the next consecutive Requisition number for you when you perform a Next Block function.
4. Change the order date, which defaults to the current date, in the Order Date field, if appropriate.

You can enter any date in the format of MM/DD/YYYY and INB will convert it to DD/MM/YYYY format.

If the Delivery Date is in the same month as the Order Date, you can simply type in the number that represents the day of the month then press <Tab> and INB will populate the full Delivery Date for you.

5. Press <Tab> to move past the transaction date, which defaults to the current date, make any necessary changes in the Transaction Date field, if appropriate.

6. Press <Tab> to enter a delivery date in the Delivery Date field.

7. Press <Tab> to enter special instructions in the Comments field, if applicable. (For example, Need by Fall Term).

8. Press <Tab> to enter the requestor in the Requestor field, if different than defaulted requestor.

9. Press <Tab> to the COA (Chart of Accounts) field which will default to the COA for UNF which is the letter “U”.

10. Press <Tab> to accept default Organization code in the Organization field, or enter Organization code if blank. If the Organization code is unknown click the Search icon to select the correct code from Organization Code Validation Form – Finance (FTVORG).

11. Press <Tab> to enter Requestor’s e-mail address, if blank or different than default.

12. Press <Tab> to enter Requestor’s phone number, if blank or different than default, in the Phone fields.

13. Press <Tab> to enter Requestor’s fax number, if blank or different than default, in the Fax: fields.

14. Press <Tab> to the Ship To field. If you need to change the Ship To address, click the Search icon to select a new ship to address from Ship – To List (FTVSHIP).
15. Press <Tab> to the Attention To: field and enter the contact name, Department, Building, Room Number where the product is to be delivered.

16. Perform a Next Block function to access the Vendor Information block.

The header of the Vendor Information screen will automatically be filled in for you.
17. To find the appropriate Vendor ID click the Search icon in the Vendor field, and click on Entity Name/ID Search (FTIIDEN) to perform a vendor search.

![Vendor Search Screen](https://via.placeholder.com/150)

18. Press `<Tab>` to Last Name field to enter a search for the Vendor.

![Vendor Search Results](https://via.placeholder.com/150)

19. Type in a meaningful portion of the Vendor name, using mixed case with the wild card “%” before and/or after, as necessary. (For example, if I were searching for the Vendor ID for Ace Plumbing Supply, I could type in Ace% or %Plumbing%).

20. Execute the query by pressing `<F8>` or select **Query>Execute** from the Menu bar.

21. When the Vendor is found, double click on the Vendor number to select.
22. Confirm that the Vendor information displays correctly in the Vendor Information screen of the FPAREQN form.

<table>
<thead>
<tr>
<th>Requestor/Delivery Information</th>
<th>Vendor Information</th>
<th>Commodity/Accounting</th>
<th>Balancing/Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address Type:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State or Province:</strong></td>
<td>FL</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Zip or Postal Code:</strong></td>
<td>32255</td>
<td></td>
<td>0829</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>904 7372611</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>904 6369790</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>John Ward</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Discount:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Group:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Currency:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. Perform a **Next Block** function.

24. Confirm Requisition Entry: Commodity/Accounting appears on Title bar of form.
25. Verify the Doc Acctg check box is unchecked in the Doc Acctg field.

26. Your cursor should be located in the Comm (Commodity) field. To find the appropriate Commodity code, click the Search icon next to the Comm field.

27. Click on Commodity Validation, (FTVCOMM), to search for the appropriate commodity.

28. Search the list for the correct Commodity code or place the screen into Query mode (choose Query>Enter from Menu bar) and search for the correct code or description in the appropriate fields, using mixed case with the wild card “%” before and/or after, as necessary.

29. Press F8 or Query>Execute from Menu bar.
30. Double-click on correct Commodity Code to select it from the list.

The correct format for entering the commodity description is product name, manufacturer, full description, including any colors that are pertinent, manufacturer number and vendor part number, if applicable. Also include quote/proposal numbers, if applicable.

Example, Stapler, Swingline, Commercial Stapler, Black, Model 67, SWI0601.

31. Type the actual description of the product you wish to purchase in the Desc (description) field, overwriting the generic default description, if different from default.

If the description is too long to fit within the Desc field, choose Options>Item Text from Menu bar and fill in rest of description.

32. Press <Tab> and enter the appropriate unit of measure in the U/M field.

33. Press <Tab> and enter the quantity of items being requested in the Quantity field.

34. Press <Tab> and enter the unit price of the commodity in the Unit Price field.

35. Press <Tab> and enter appropriate discount in the Disc field, if applicable.

36. Press <Tab> and enter any additional fees in the Addtl field, if applicable.

37. Press <Tab> to the Comm field.

You must enter a Unit Price on the Requisition without the use of text characters, such as commas or dollar signs. If the item(s) you are purchasing is(are) at no cost, you will need to enter the information in the document text/item text field. You can not enter a line item with a zero in the cost field.

If you are unsure of the appropriate unit of measure, click the Search icon in the U/M field to select the appropriate one.
38. Perform a **Next Block** function. The FOAPAL elements block will become active.

![FOAPAL Table]

39. Press `<Tab>` to advance past the COA (Chart of Accounts) field, which will default to “U” for UNF.

40. Confirm the Fiscal year appears in the Fiscal Year field.

41. Enter the appropriate Index number in the Index field.

42. Press `<Tab>` to bypass the default Fund number in the Fund field.

43. Press `<Tab>` to bypass the default Organization number in the Orgn field.

44. Confirm/Enter the appropriate Account number in the Acct field.

45. Press `<Tab>` to bypass the default Program number in the Prog field.

46. Press `<Tab>` three times. This will take you past the Activity (Actv) field, Location (Locn) field, and Project (Proj) field.

---

The Fiscal Year will default based on the transaction date.

Confirm the Commodity Line Total has been filled in by Banner.

The Index number will automatically enter the default Fund/Org associated with that number.

If the default Fund, Orgn or Prog numbers needs to be altered, type in the appropriate new numbers in the respective fields.

The Acct code should be the same as the COMM code.

UNF is not using Location or Project fields at this time.
47. Press `<Tab>` through the Extended (Ext:) field, Discount (Disc:) field, and Additional (Addtl:) field. This will populate the appropriate accounting information in these fields.

48. Perform a **Next Block** function.

49. Confirm that Status column reads BALANCED for the Approved, Discount, Additional and Tax amounts.

50. Once confirmed, click the Complete button to send the Requisition to the electronic approval process.
51. Write down the requisition number that appears on the AutoHint line (bottom left of screen) for future reference.

52. Click the Exit icon to exit FPAREQN.
A direct pay invoice is a request for payment of certain expenditures that The University of North Florida Controller’s Office is permitted to make without prior approval of the Purchasing Director. For detailed instructions on processing direct pay invoices, register for a class offered by the Center of Professional Development and Training (CPDT).

A list of allowable direct pay expenditures is found on page 68.

To create a direct pay for a single vendor invoice:

**Assigning the Invoice Number**

1. Login to Internet Native Banner (INB): 2- *(Internet Native Banner/Self-Service)*

2. Access the Invoice/Credit Memo Form (FAAINVE) to create direct pay invoices. Press <Enter>.

3. Press <Tab> to prompt Banner to assign the next available Banner invoice number.

4. Press <Tab> to skip the Multiple checkbox.

5. Verify that direct pay is selected. Press <Tab>.

6. Do you know the Banner assigned vendor id number?
   - If yes, enter the number in the vendor field, press <Tab>, and go to step 13.
   - If no, press <Tab> and go to the next step.

7. Click the Search icon to search for the vendor listed on the invoice.

8. Click on Entity Name/ID Search (FTIIDEN) from the Option List menu to search for the vendor on the invoice.
9. Press <Tab> to the Last Name field. Enter in a portion of the vendor name, using mixed case with the wild card “%” before and “%” after as necessary. Press <F8> to execute the search.

10. Scroll down, if necessary, to find the correct vendor listed on the invoice.

11. Is your vendor listed?

   If yes, double-click on the vendor name desired and go to step 13.
   If no, exit from the FTIIDEN form and go to the next step.

12. Complete the Vendor Add/Update Request Form located on the A/P website and follow the instructions listed on the form: http://www.unf.edu/controller/accounts_payable/acctpayable.html. Once the vendor has been added by A/P, go to step 1.

13. Perform a Next Block function.

### Inputting the Invoice Information

14. Do you want to add text to the invoice?

   If yes, select Document Text (FOATEXT) from the Options menu and go to the next step.
   If no, go to step 19.

15. Input the text in the Text field. You can input up to 50 characters on a line. Press the <Down Arrow> key to add an additional line. Use as many lines as necessary to input the information.

16. Check the print checkbox to activate it. This will assure that the text identified in the text field will print on the invoice document in Self Service.
17. Click on the Save icon to save the text inputted. You will receive the following message at the bottom of the screen.

```
FRM-40400: Transaction complete: 6 records applied and saved.
```

18. Click on the Exit icon to return to the Invoice/Credit Memo Header Form (FAAINVE).

19. Enter the date on the vendor’s invoice or the date the direct pay was created. Press <Tab>.

20. Enter the current date in the Transaction Date field. Press <Tab>.

21. The Doc Acctg checkbox should be unchecked. If not, click on the Doc Acctg checkbox to uncheck the box and inactivate document accounting. Press <Tab>.

22. Enter the vendor number in the Check Vendor field only if the check should be made payable to a vendor different from the vendor name selected. Press <Tab>.

23. Enter the address code in the Address Code field. Press <Tab>.

24. Enter the sequence number for the address code in the Sequence Number field. Press <Tab>.

25. Verify the sequence code address in the Address field as the check will be printed with the address selected.

26. Enter a discount code, if applicable, in the Discount Code field. Press <Tab>.

27. Enter a payment due date or the date you want the check to print in the Payment Due field. Press <Tab>.

28. Enter AC as the Bank code in the Bank field. Press <Tab>.
29. Press <Tab> to skip the Credit Memo field.

30. Enter the vendor invoice number identified on the invoice in the Vendor Inv # field. Press <Tab>.

31. Skip the 1099 Tax ID, if applicable. An A/P representative will verify items that are 1099 reportable.

32. Perform a Next Block function.

### Inputting the Commodity Information

33. Enter the commodity code for the invoice. Press <Tab>.

34. Enter the approved dollar amount of the invoice. Press <Tab>.

35. Enter the discount amount, if applicable. Press <Tab>.

36. Enter the dollar amount for any additional fees on the invoice, if applicable.

   **Example:** Freight charges.

37. Press <Tab>. The total Net amount of the invoice will appear.

38. Perform a Next Block function.
39. Confirm “U” appears in the COA (Chart of Accounts) field. Press <Tab>.

40. Enter the Index or FOAPAL for the organization to be charged for the expense listed on the invoice. Press <Tab>.

41. Press <Tab> two times and enter the Account code in the Acct field, if necessary.

42. Do you want to check the available balance of the FOAPAL?
   - If yes, select View Budget Availability (FGIBAVL) from the Options menu and go to the next step.
   - If no, go to step 45.

43. Perform a Next Block function to view the available balance of the FOAPAL.

44. Click on the Exit icon to return to the Invoice/Credit Memo Header Form (FAAINVE) Press <Tab> five times.

45. Confirm “AC, Accounts Payable” appears in the Bank field. Press <Tab>. 

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46. Skip the Income Type field for 1099 vendors. An A/P representative will verify the appropriate income type, if applicable.

47. Press <Tab> three times.

48. Confirm Banner automatically populated the dollar amounts in the Accounting field (Approved, Discount, and Additional).

49. Do you need to add another line item to the invoice?
   
   If **yes**, perform a Previous Block function and go to the next step.
   
   If **no**, go to step 51.

50. Perform an Insert Record function and complete steps 33-50.

   **Result**: Banner will display the next line item number for the invoice.

51. Perform a Next Block function.
52. Confirm the Status field reads “BALANCED” for the Approved, Discount and Additional rows.

53. Click on the Complete button.
### ALLOWABLE/UNALLOWABLE DIRECT PAY EXPENDITURES

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline tickets for group travel</td>
<td>Encumbered Expenditures</td>
</tr>
<tr>
<td>Annual Subscriptions/Publication Updates</td>
<td></td>
</tr>
<tr>
<td>Athletic booking fees</td>
<td></td>
</tr>
<tr>
<td>Athletic game officials</td>
<td></td>
</tr>
<tr>
<td>Background Screenings</td>
<td></td>
</tr>
<tr>
<td>Catering with approved UNF contractors</td>
<td></td>
</tr>
<tr>
<td>Employee reimbursement of moving expenses as authorized in F.S. 216.011(1)(kk)</td>
<td></td>
</tr>
<tr>
<td>Entertainment contracts</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Freight/Courier Service</td>
<td></td>
</tr>
<tr>
<td>Gas purchases for State Vehicles Only</td>
<td></td>
</tr>
<tr>
<td>Hardware Maintenance using approved vendors.</td>
<td></td>
</tr>
<tr>
<td>Hotel/Travel/Food advances for athletic teams</td>
<td></td>
</tr>
<tr>
<td>Insurance Payments with the approval of the Office of Environmental Health &amp; Safety.</td>
<td></td>
</tr>
<tr>
<td>Library vouchers (Books, CD’s, Periodicals) and interlibrary loans</td>
<td></td>
</tr>
<tr>
<td>Medical Expenses</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td></td>
</tr>
<tr>
<td>Non-emergency commodity purchases (including employee reimbursement for same)</td>
<td></td>
</tr>
<tr>
<td>Non-employee Stipends</td>
<td></td>
</tr>
<tr>
<td>Payments to research subjects</td>
<td></td>
</tr>
<tr>
<td>Postmaster payments</td>
<td></td>
</tr>
<tr>
<td>Promotional and Employment Advertising bills (Requires tear sheet)</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
</tr>
<tr>
<td>Reimbursements for non employee overpayments or refunding of remittances received in error</td>
<td></td>
</tr>
<tr>
<td>Sales Tax collections remittances</td>
<td></td>
</tr>
<tr>
<td>State insurance premium payments and remittance of other related payroll liabilities</td>
<td></td>
</tr>
<tr>
<td>Third party payments for international travel</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
</tbody>
</table>

For additional guidelines regarding direct pay invoices and allowable expenditures, see [http://www.unf.edu/uploadedFiles/anf/controllers/accounts_payable/Procedure_Direct_Pay.pdf](http://www.unf.edu/uploadedFiles/anf/controllers/accounts_payable/Procedure_Direct_Pay.pdf)
REQUESTING A PURCHASING CARD (P-CARD)

**Training is offered by CPDT**
www.unf.edu/cpdt/

The UNF Purchasing card is a Visa credit card administered by AmSouth Bank in conjunction with the Banner Financial System. Pcards are for designated UNF staff and faculty to purchase allowable items for official University business for those charges paid by State funding sources. Pcards cannot be issued to students or OPS employees. The pcard administrator in Purchasing issues pcards to permanent USPS, A&P, or faculty members at the request of the person’s supervisor and/or department head, dean, director or department chair.

In order to request a pcard using grant funds, cardholders must complete a Cardholder Agreement form and a Cardholder Application form. Once the forms have been completed, the forms should be forwarded to ORSP. For ORSP awards or projects, an account manager and business manager may be assigned. The assigned account manager/business manager will be an ORSP staff member.

Training is available through the Center for Professional Development and Training for cardholders, account managers, and business managers. For additional information regarding the pcard, visit the Purchasing Office website at http://www.unf.edu/anf/controller/pcard/Home_PCard.aspx.

I. Overview:
The Department Pcard team consists of the Cardholder, the Account Manager, and the back-up Business Manager. Pcard holders must work with an ORSP designated Account Manager and a backup Business Manager in order for the department to be able to properly handle incoming electronic pcard charges. Communication between the Cardholder and his/her Approver or backup Business Manager is essential.

The success of the pcard program depends on the appropriate use by Cardholders, Account Managers and Business Managers. Remember that carrying a pcard is a privilege based on trust. Use of the pcard does not change any of the existing UNF purchasing regulations; it is simply another tool with which to meet your department’s needs in an expeditious and cost effective manner.

II. Key Terms:
Cardholder: person designated by a department to be given a pcard and to make authorized purchases within preset limits. Cardholder training is required for all participants to receive a pcard.

Account Manager: person designated to ensure appropriate use of the card for each purchase, matches receipts to charges showing in Banner, inputs information and approves transactions, reconciles receipts to printed monthly reports, responsible for maintaining and reconciling of reports and receipts in a timely manner, and record retention of receipts, backup documentation, and reports for auditing purposes. When purchase is non-conforming, the Account Manager notifies the Cardholder and notifies the pcard auditor(s). Each Account Manager has only five (5) calendar days to process, reconcile and validate the payment within Internet Native Banner (INB). Each Account Manager will be totally responsible for correcting his/her own budget errors. Account Manager training is required.

Business Manager: person delegated as backup personnel to perform the respective duties in case of the Account Managers absence. This responsibility is required in order to meet the five (5) day deadline to approve transactions.
# ALLOWABLE/UNALLOWABLE PCARD EXPENDITURES

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Art supplies</td>
<td>1. Alcoholic beverages</td>
</tr>
<tr>
<td>2. Audio and video tape (blank &amp; pre-recorded)</td>
<td>2. Any item prohibited by law, regulation or policy</td>
</tr>
<tr>
<td>3. Batteries</td>
<td>3. Audio visual equipment</td>
</tr>
<tr>
<td>4. Binding equipment &amp; supplies</td>
<td>4. Awards</td>
</tr>
<tr>
<td>5. Boat parts and supplies related to specific grants and contracts</td>
<td>5. Business machines (copiers, faxes, paper shredders, etc...)</td>
</tr>
<tr>
<td>surge protectors</td>
<td>7. Capital equipment (fixed assets over $1000 and a useful life of more than one year)</td>
</tr>
<tr>
<td>7. Drafting supplies</td>
<td>8. Cash credits</td>
</tr>
<tr>
<td>8. Educational materials and supplies</td>
<td>9. Catering services</td>
</tr>
<tr>
<td>9. Electrical supplies</td>
<td>10. Clothing (uniforms)</td>
</tr>
<tr>
<td>10. Film</td>
<td>11. Computers (desk or laptops)</td>
</tr>
<tr>
<td>11. First aid supplies and replenishment</td>
<td>12. Computer software/licenses</td>
</tr>
<tr>
<td>12. Food while in travel status</td>
<td>13. Construction or remodeling</td>
</tr>
<tr>
<td>14. ID name badges</td>
<td>15. Controlled substances, DEA items, gases</td>
</tr>
<tr>
<td>15. Lab/research supplies</td>
<td>16. Decorative items</td>
</tr>
<tr>
<td>16. Maps (classroom use)</td>
<td>17. Deposits for purchase of a commodity</td>
</tr>
<tr>
<td>17. Medical supplies (classroom use)</td>
<td>18. Entertainment (movies, gifts etc...)</td>
</tr>
<tr>
<td>18. Memberships (must have open record form on file—see Controllers website)</td>
<td>19. Fines, penalties, and late fees (parking tickets included)</td>
</tr>
<tr>
<td>19. Microfilm and microfiche supplies</td>
<td>20. Food not in travel status</td>
</tr>
<tr>
<td>20. MRO supplies (Maint. Repair, and Operation)</td>
<td>21. Furniture (filing cabinets, chairs, desks, etc...)</td>
</tr>
<tr>
<td>21. Scientific and industrial supplies</td>
<td>22. Games</td>
</tr>
<tr>
<td>22. Musical supplies for classroom use</td>
<td>23. Greeting cards</td>
</tr>
<tr>
<td>23. Musical instr. repairs and service on university equipment not under warranty</td>
<td>24. Hazardous materials and chemicals</td>
</tr>
<tr>
<td>24. Name plates for desks</td>
<td>25. Independent contractors</td>
</tr>
<tr>
<td>25. Office supplies not available under UNF contract or emergency situation only (not to exceed $100)</td>
<td>26. Lab chemicals</td>
</tr>
<tr>
<td>26. Photocopying and duplicating (not to include printing)</td>
<td>27. Lamps, fans, heaters, and similar</td>
</tr>
<tr>
<td>27. Photo development/supplies (classroom use)</td>
<td>28. Live animals</td>
</tr>
<tr>
<td>28. Police supplies (excluding guns, ammo, and uniforms)</td>
<td>29. Logo items</td>
</tr>
<tr>
<td>29. Pre-printed materials (books, manuals, pamphlets, etc...)</td>
<td>30. Moving expenses</td>
</tr>
<tr>
<td>30. Rental/reservation of display booths at conferences and conventions (after contract approval)</td>
<td>31. PC work stations</td>
</tr>
<tr>
<td>31. Subscriptions (journals, magazines, newspapers, etc...)</td>
<td></td>
</tr>
<tr>
<td>32. Test kits (classroom use)</td>
<td></td>
</tr>
<tr>
<td>33. Training supplies/materials</td>
<td></td>
</tr>
</tbody>
</table>
32. Personal convenience items
33. Decorations
34. Printers
35. Telephones, cellular phones and other telecom devises and services (both equipment and services)
36. Tuition

All travel policies and procedures must adhere to Section 112.061, Florida Statutes.

### ALLOWABLE/UNALLOWABLE TRAVEL PURCHASES

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Clothing</td>
</tr>
<tr>
<td>Auto rental</td>
<td>Emergency: medicine, car repairs etc…</td>
</tr>
<tr>
<td>Meals while in UNF travel status</td>
<td>Laundry service</td>
</tr>
<tr>
<td>Hotel: including any deposits or guarantees to hold room</td>
<td>Movies</td>
</tr>
<tr>
<td>Parking</td>
<td>Personal convenience items</td>
</tr>
<tr>
<td>Registration fees</td>
<td>Personal telephone calls</td>
</tr>
<tr>
<td>Taxes/Cabs</td>
<td>Registration fees for independent course</td>
</tr>
<tr>
<td>Tolls</td>
<td></td>
</tr>
<tr>
<td>Business telephone calls</td>
<td></td>
</tr>
<tr>
<td>Gasoline (pay at the pump only) for rental cars only while in UNF travel status</td>
<td></td>
</tr>
</tbody>
</table>
Purchasing Card
Cardholder Agreement Form

The Office of Research and Sponsored Programs will be providing Account Management for the Purchasing Card (P-Card) assigned to ________________________________.

The Account Manager’s responsibility is to code, process and approve transactions, reconcile receipts to charges in the system and to provide backup documentation and reports for auditing purposes. Each Account Manager has only five (5) calendar days to process, reconcile and validate the payment in the Banner system. It is the responsibility of the Cardholder to submit all proof of purchases and orders to the Office of Research and Sponsored Programs Account Manager within three (3) to four (4) days of charging the transaction.

The Cardholder is responsible for proper handling (see Purchasing Card Allowable/Non-allowable commodity purchase list) and security of the assigned P-Card. Receipts of ALL purchases must be forwarded to the Account Manager within the allotted time to secure proper maintenance.


By signing this agreement, I, ________________________________, agree to the terms in this paragraph, which state, as a University of North Florida Purchasing Card Account Cardholder, that I am responsible for the review of the Purchasing Card Manual and complying with the terms and conditions of the Office of Research and Sponsored Programs, AmSouth Bank and the University of North Florida. Continuous failure to comply with these procedures will result in termination in Account Management provided by the Office of Research and Sponsored Programs.

_____________________________  _______________________
(Principal Investigator/Cardholder)                             (Date)
Requesting A Purchasing Card (P-Card)

Purchasing Card
Cardholder Application Form

University of North Florida
PURCHASING CARD PROGRAM
Cardholder Application

New application ___ Cardholder name change ___ Index change ___ Credit limit change ___ Travel use only ___

Default index: __________________________

Print Name: _______________________________ _______________________________ __________________________

Lsn First Mother’s maiden name

SSN# __________________________ Banner ID# N __________________________ Ext. __________

Dept: __________________________

4567 S. John Blatt Rd. S., Jacksonville, FL 32274-2645

Please include the following information:

Accounts Mgr: __________________________ Banner ID# N __________________________

Business Mgr: __________________________ Banner ID# N __________________________

By signing this cardholder profile below, I am in agreement that this cardholder will fully comply with all the Purchasing Card Program terms and conditions of the University of North Florida.

Per Transaction Limit ($999.00 unless otherwise stated) $ __________

Daily Transaction Limit ($999.00 unless otherwise stated) $ __________

Monthly Transaction Limit ($2,500.00 unless otherwise stated) $ __________

Immediate Supervisor: __________________________ Signature: __________________________

Dean, Director or Dept. Chair Name & Title: __________________________ Signature: __________________________

I have obtained a copy of the University of North Florida Purchasing Card User’s Manual and understand my responsibilities as they relate to the Purchasing Card.

Cardholder signature: __________________________

Date: __________________________

Purchasing use only

Training date: __________

Card order date: __________

__ Card issued
__ Cardholder Agreement rec’d

Card # __________________________

_________________________ exp.______
Purchasing Card
Account Manager/Business Manager Agreement Form

DEPT. SCT BANNER INDEX # ________________________________

PRINT NAME: ____________________________________________

DEPARTMENT: ____________________________________________

CARDHOLDER NAME: ________________________________

BUSINESS ADDRESS: 4567 St. Johns Bluff Rd. South, Jacksonville, FL 32224

TELEPHONE #: ________________________________

E-MAIL ADDRESS: ________________________________

Account Manager/Business Manager is the individual who reviews all the cardholder transactions in SCT Banner.

By signing this agreement form, I ____________________________________________,

Account Manager/Business Manager Name

Agrees to the terms in this paragraph, which state, as a University of North Florida Departmental Purchasing Card Account Manager/Business Manager that I am responsible for the review of the Procurement Cardholder’s transactions, ensuring that the expenditures are allowable by the University of North Florida and that they comply with Authorized Departmental Budget(s) expenditure standards. I will be responsible for the monthly reconciliation of my department cardholder’s statements with the SCT Banner Accounting System. I will also comply with all the Purchasing Card Program terms and conditions of the FL Department of Banking and Finance, AmSouth Bank, and University of North Florida.

Account Manager/Business Manager Signature ___________________________ Date ________________
After a Requisition/Direct Pay Invoice/Change Order has been created, an Approver (director, dean, office manager, etc.) must approve the document before it can be further processed by the necessary department.

To approve a document:

1. Login to Finance Self Service: 2: *(Internet Native Banner/Self-Service)*

14. Click on the Approve Documents link.
15. Your USER ID will automatically appear in the User ID field.

![Image of Approve Documents window]

16. Click on one of the following button choices:
   a. Documents for which you are the next approver
   b. All documents which you may approve

5. Click on the Submit Query button.

![Image of Submit Query button]

6. Click the Approve link next to the document desired to approve.

![Image of Approve Documents list]
7. The following screen will appear. The default approval comment will appear. Additional or alternative comments can be entered in the Comment: field.

8. Click on the Approve Document button again.

9. The following screen will appear confirming the document has been approved.
DISAPPROVING DOCUMENTS?

There will be times when a created document cannot be approved by an Approver (director, dean, office manager, etc.). The submitted a Requisition/Direct Pay Invoice/Change Order must then be disapproved. Once disapproved, the document will be returned to the requestor for editing. Once edited, the Requisition/Direct Pay Invoice/Change Order can be resubmitted for approval.

To disapprove a document:

1. Login to Finance Self-Service: 2-(Internet Native Banner/Self-Service).

2. Click on the Approve Documents link.
3. Your USER ID will automatically appear in the User ID field.

4. Click on one of the following button choices:
   a. Documents for which you are the next approver
   b. All documents which you may approve

5. Click on the Submit Query button.

6. Click the Disapprove link next to the document desired to disapprove.
7. The following screen will appear. The default disapproval comment will appear. Additional or alternative comments are required in the Comment: field if a document is denied.

8. Click on the Disapprove Document button again.

9. The following screen will appear confirming the document has been disapproved.
Once a Requisition/Direct Pay Invoice/Change Order/Journal Voucher/Purchase Order has been created in Banner, you can view the document created along with the associated related documents.

To view a document:

1. Login to Finance Self-Service: 2-(Internet Native Banner/Self-Service).

2. Click on the View Document link.
3. Select the document type by clicking the drop-down arrow.

4. Press <Tab>. Type the document number in the Document Number field.
5. Click on the View document button.

View Document

<table>
<thead>
<tr>
<th>Requisition Header</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Order Date Trans Date Delivery Date Print Date Total</td>
<td></td>
</tr>
<tr>
<td>R0601690 Aug 05, 2004 Aug 05, 2004 Sep 15, 2004</td>
<td>452.40</td>
</tr>
<tr>
<td>Origin</td>
<td>DANNER</td>
</tr>
<tr>
<td>Complete</td>
<td>Y</td>
</tr>
<tr>
<td>Approved</td>
<td>Y</td>
</tr>
<tr>
<td>Type</td>
<td>Procurement</td>
</tr>
<tr>
<td>Cancel Reason</td>
<td></td>
</tr>
<tr>
<td>Requestor</td>
<td>Valerie Kease 200960 Physical Facilities</td>
</tr>
<tr>
<td>Accounting</td>
<td>Commodity Level</td>
</tr>
<tr>
<td>Ship to</td>
<td>University of North Florida 4567 St Johns Bluff Road South Jacksonville, FL 32224</td>
</tr>
<tr>
<td>Attention</td>
<td>Diane Weiser-55/1200-Ext.2485</td>
</tr>
<tr>
<td>Contact</td>
<td>Central Receiving 904-620-2869</td>
</tr>
<tr>
<td>Vendor</td>
<td>N0000017910 Laos Carpets 706 Green Valley Rd Sta 300 Greensboro, NC 27408</td>
</tr>
<tr>
<td>Phone</td>
<td>760-595-9661 Fax 800-527-6209</td>
</tr>
</tbody>
</table>

Requisition Commodity

| Item Commodity Description | U/M Qty Unit Price Ext Amount |
|-----------------------------|--|---|---|---|
| 1721002 | Provide & install carpet in B10/1335-FA | 1 | 452.40 | 452.40 |

<table>
<thead>
<tr>
<th>Requisition Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq# COA FY Index Fund Orgn Acct Prog Actv Locn Proj NSF Susp N5F Ovr Susp Amount</td>
</tr>
<tr>
<td>1 U 05 110000 501400 721002 93 N N N 452.40</td>
</tr>
</tbody>
</table>

Total of displayed sequences: 452.40

Related Documents

<table>
<thead>
<tr>
<th>Transaction Date Document Type</th>
<th>Document Code Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 12, 2004 Purchase Order</td>
<td>P0001138 Approved</td>
</tr>
<tr>
<td>Aug 31, 2004 Receiving Documents</td>
<td>Y0000244 Completed</td>
</tr>
<tr>
<td>Sep 14, 2004 Invoice</td>
<td>I00010593 Paid</td>
</tr>
<tr>
<td>Oct 15, 2004 Check Disbursement</td>
<td>C0016024 Final Reconciliation</td>
</tr>
</tbody>
</table>
ACCESS TO AN APPROVAL QUEUE

When email notification of a new index is submitted to the PI (See 3: Obtaining An Index#), a request for designated creators/approvers on the index is submitted from ORSP. Once the PI identifies who is responsible for creating and approving documents on their particular index, an approval queue for that index is established.

1. Open Internet Explorer.
2. Go to http://mywings.unf.edu
3. Login with your UNF ID and password.
4. Click the Staff tab.
5. Click the Finance Self Service link
6. Click the **Approval Routing Query** link.
7. Enter the index number in the Index field of the approval queue you want to view.

8. Click the Index button to populate the fund and organization codes.

9. Enter “700000” in the Account field.
10. Select the Document Type if desired.

**Approval Routing**

- The Approval Routing Query allows you to review the Approval Queues associated with your document.
- Enter the Index Code, then Click the Index button to populate the Fund.
- Click the Create Report button.
- Leave the Index Code blank and Click the Index button to search for the Document Type.

![Approval Routing Query Interface](image)

11. Click on the **Create Report** button.

**Note:** Approval routing has different levels of approval for ORSP awards. For ORSP awards, the 1st queue is the PI and designated approvers. After a document is approved by the 1st queue, it is routed to the 2nd queue which is ORSP. After a designated approver from ORSP approves the document, it is routed to the 3rd queue. The 3rd queue is the appropriate university department responsible for further processing the document.
IDENTIFYING WHERE A DOCUMENT IS IN THE APPROVAL PROCESS

Banner allows you to view who has approved a document through the Approval History process. This process also shows you who needs to approve a document before it can be further processed.

To view the approval history:

1. Login to Finance Self Service: 2-(Internet Native Banner/Self-Service).

2. Click on the Approve Documents link.
3. Your USER ID will automatically appear in the User ID field.

4. Click on one of the following button choices:
   a. Documents for which you are the next approver
   b. All documents which you may approve

5. Click on the Submit Query button.

6. To view who originated the document and/or who are listed as approvers, click on the History link.
7. The following screen will appear showing the approvals recorded or approvals required.

<table>
<thead>
<tr>
<th>Document identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number: R0001550 Type: Requisition</td>
</tr>
<tr>
<td>Originator: INSTRUCTOR Joe Instructor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue Description</td>
</tr>
<tr>
<td>NSF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue Level</td>
</tr>
<tr>
<td>DENY</td>
</tr>
<tr>
<td>NPR1</td>
</tr>
</tbody>
</table>
REQUESTING A COST TRANSFER

A cost transfer is a movement of cost associated with a transaction between two indexes, of which at least one must be a sponsored project (21xxxx-23xxxx). This includes salary and non-salary costs. One exception is allocating charges from a non-sponsored project to a federal sponsored project. These are considered original or initially recorded charges if they are transferred within 90 days of the initial charge. To request a cost transfer, complete the Cost Transfer Request Form. A copy of the form, along with detailed instructions, are located at http://www.unf.edu/research/Cost_Transfer_Request_Form.doc.

COST TRANSFER REQUEST FORM
This form must be completed when requesting to transfer expenses (costs) to or from a sponsored project.

Section 1 – Identification of Cost
Check one and attach appropriate documents.
☐ This is a transfer of personnel costs (attach Payroll Change/Correction Form)
☐ This is a transfer of non-personnel costs (attach Cost Transfer Journal Entry Form)

Section 2 – Justification for Transfer
Complete the following section in the space provided. Attach additional pages if necessary.
(a) Specifically, fully explain why the expense(s) was not originally charged to the correct project.

(b) Fully explain how the expense(s) benefits the project.

Section 3 – EXCEPTION – Late Cost Transfer Request
Complete this section in the space provided only if you are requesting the transfer of expenses older than 90 days. Attach additional pages if necessary.
(a) Explain why the error was not identified and corrected timely.

(b) Approved by:

Department Chair ___________________________ Dean ___________________________

ORSP ___________________________ AVP for Research ___________________________

Section 4 – Certification
I certify that the above-mentioned costs are appropriate charges to the project and project to which the costs are transferred.

Principal Investigator on correct project:

Printed name ___________________________ Extension ______ Fax number ______

Signature Date ___________________________

For ORSP Use Only:

Approved for Processing: ___________________________ Journal #: ___________________________ Date: ___________________________
REQUESTING A PRELIMINARY INDEX

A preliminary index can be established when the university has received notification that a grant or contract award will be made but an official award document has not been received. This preliminary index authorizes up to ninety (90) days of expenditures prior to the effective date of the award if pre-award costs are allowed by the sponsoring agency.

In order to request a preliminary index, a Preliminary Account Request form must be submitted to ORSP. This form must include the index number that will cover the expenditures incurred against the preliminary account if an award is not received. The preliminary index is available for ninety (90) days prior to the official award date. Once an official award is received, the preliminary index is modified to an official index number for the entire award.

After the preliminary account request has been approved by ORSP, notification will be submitted from the Assigned GAFM Coordinator of creation of the preliminary index number. For additional information regarding preliminary indexes, see http://www.unf.edu/research/cr_prelim.pdf (for cost-reimbursable awards) or http://www.unf.edu/research/fp_prelim.pdf (for fixed-price awards).

PRELIMINARY ACCOUNT REQUEST

DATE

MEMORANDUM

TO: Department of Sponsored Research & Training

FROM: Financial Investigator

REQUEST FOR:
1. New Account No.
2. New Project
4. Renewal/Continuation of Account No.
5. Increase or Extension of Account No.

REFERENCE:
Sponsor:
Program:
Project Title:

It is requested that a Preliminary Account be established in the amount of $_____________ for the period beginning __________ and ending __________ for budget on the reverse side of form.

In the event that a Preliminary Account is not funded, I (have/have not) authorized the release of funds for this project. The funds must be returned by the date above.

Should this project not be funded, the account (designate the account number or department) is requested to be closed. All charges to the Preliminary Account should be closed by __________

Principal Investigator Date
Director/PO Date
Authorized Person (Name and Title) Date
Additional Date

Please maintain proper records and attach copy of correspondence.

When personnel services are budget, appropriate fringe benefits must also be budgeted.
REQUESTING A NO-COST EXTENSION

While sponsors expect Principal Investigators (PI) to complete projects by the stipulated end date, occasionally extra time is needed. A no-cost extension gives the PI extra time to complete the scope and objectives of the project without additional funds being provided by the sponsor. Although requests may not be made for the sole purpose of spending remaining funds, you may expend remaining funds during the no-cost extension period. In the event your request is not approved, costs incurred after the end date would not be allowable.

To request a No-Cost Extension, complete the Request for No-Cost Extension form at http://www.unf.edu/research/nce_request.pdf and submit to ORSP.
REQUESTING A BUDGET AMENDMENT

Budget amendments and revisions are required if a project requires reclassification or modification in order to accomplish program goals and objectives. Budget reclassifications, depending on funding agency guidelines, within ten (10) to twenty-five (25) percent of the total awarded budget, usually do not require approval by the funding agency. However, some funding agencies do not allow certain transactions such as the purchase of equipment or subcontracting in particular grant awards without prior agency approval. Special requirements or instructions are usually identified in the award document. The PI must review and comply with the funding agency's guidelines and special requirements.

Contact your assigned Grants Accounting and Financial Management Coordinator to discuss grant requirements for budget amendments. Once the specifications of the award have been reviewed, the appropriate Budget Amendment form, [http://www.unf.edu/research/CRBudgetAmendmentForm.xls](http://www.unf.edu/research/CRBudgetAmendmentForm.xls) (for cost-reimbursable awards) or [http://www.unf.edu/research/FPBudgetAmendmentForm.xls](http://www.unf.edu/research/FPBudgetAmendmentForm.xls) (for fixed-price awards), should be completed and forwarded to ORSP for input into Banner. ORSP is willing to meet with PIs and project staff to discuss these terms at the beginning of the project.

BUDGET AMENDMENT FORM FOR FIXED-PRICED AWARDS

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>DESCRIPTION</th>
<th>ORIGINAL BUDGET</th>
<th>REVISED BUDGET</th>
<th>TRANSFER</th>
<th>REQUESTED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL:

CERTIFICATIONS:

1. I certify that the proposed budget revision meets substantial scientific program propriety in relation to the objectives of the grant.

   Principal Investigator/Project Director Signature Date

2. I concur in certification (1) and recommend approval of this request which is consistent with the sponsoring agency and University policies.
**OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

**REQUEST FOR BUDGET AMENDMENT FORM FOR COST-REIMBURSABLE AWARDS ONLY**

**INSTRUCTIONS:** Please complete this form and return to ORSP. An email confirmation will be sent to the Principal Investigator/Project Director once approved. Some budget revision requests require prior agency approval. Please call this office at extension 2455 for detailed instructions.

**INDEX NUMBER:**

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>DESCRIPTION</th>
<th>ORIGINAL BUDGET</th>
<th>REVISED BUDGET (includes all previously approved amendments)</th>
<th>TRANSFER</th>
<th>REQUESTED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SALARIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75000</td>
<td>ORSP Call Phone Movements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72000</td>
<td>ORSP Subawards less than $25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72001</td>
<td>ORSP Subawards greater than $25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72002</td>
<td>ORSP Other Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72200</td>
<td>ORSP Consulting Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72300</td>
<td>Telephone Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>723001</td>
<td>Telephone Equipment Rental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72205</td>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>743000</td>
<td>ORSP Office Supplies Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74000</td>
<td>ORSP Lab Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>743002</td>
<td>ORSP Educational Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>743003</td>
<td>ORSP Medical Supplies</td>
<td></td>
<td></td>
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<tr>
<td>743004</td>
<td>ORSP Computer (&lt;$1,000)</td>
<td></td>
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<tr>
<td>743005</td>
<td>ORSP AV Equipment (&lt;$1,000)</td>
<td></td>
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<tr>
<td>743006</td>
<td>ORSP Lab Equipment ($1,000 or more)</td>
<td></td>
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<tr>
<td>743007</td>
<td>ORSP Office Furn. &amp; Equip. (&lt;$1,000)</td>
<td></td>
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<tr>
<td>743008</td>
<td>ORSP Communications Equip. (&lt;$1,000)</td>
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<tr>
<td>743009</td>
<td>ORSP Live Subjects (for Research/Tests)</td>
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<tr>
<td>750000</td>
<td>ORSP Repairs &amp; Maint-Commodities</td>
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<tr>
<td>750001</td>
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<td>770000</td>
<td>Financial Aid Disbursements</td>
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<td>771000</td>
<td>Freight</td>
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<td>771200</td>
<td>Sipends</td>
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<tr>
<td>771300</td>
<td>ORSP Facilities and Admin Costs</td>
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<tr>
<td>771400</td>
<td>ORSP Participant Incentives</td>
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<tr>
<td>771800</td>
<td>ORSP Publication Fees</td>
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<tr>
<td>771801</td>
<td>ORSP Membership</td>
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<tr>
<td>771802</td>
<td>ORSP Subscriptions</td>
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<tr>
<td>771803</td>
<td>ORSP Qualified Moving Expenses</td>
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<tr>
<td>771805</td>
<td>ORSP Food</td>
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<tr>
<td>771808</td>
<td>ORSP Parking of Spouse</td>
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<tr>
<td>771809</td>
<td>ORSP Fische of Equipment</td>
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<tr>
<td>772000</td>
<td>ORSP Travel to State</td>
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<tr>
<td>772200</td>
<td>ORSP Travel- Out State</td>
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<tr>
<td>772300</td>
<td>ORSP Foreign Travel</td>
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<tr>
<td>773000</td>
<td>ORSP Photographic-PHOL</td>
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<tr>
<td>773001</td>
<td>ORSP Photographic-PIE</td>
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<tr>
<td>773002</td>
<td>ORSP Photographic</td>
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<tr>
<td>773003</td>
<td>ORSP Repair &amp; Maintenance</td>
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<tr>
<td>775000</td>
<td>ORSP General Campus Printing</td>
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<tr>
<td>775001</td>
<td>ORSP General Liability Insurance</td>
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<tr>
<td>777000</td>
<td>ORSP Worker's Compensation</td>
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<td></td>
</tr>
<tr>
<td>791000</td>
<td>ORSP Office Furniture (&lt;$1,000)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>791001</td>
<td>ORSP Lab Equipment (&lt;$1,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>791002</td>
<td>ORSP Lab Equipment ($1,000 or more)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>792000</td>
<td>ORSP Office Equipment ($1,000 or more)</td>
<td></td>
<td></td>
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<tr>
<td>792001</td>
<td>ORSP Desktops ($1,000 or more)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>792002</td>
<td>ORSP Laptops ($1,000 or more)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>792003</td>
<td>ORSP Servers ($1,000 or more)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>793000</td>
<td>ORSP Audio Visual Equip. ($1,000 or more)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>794000</td>
<td>ORSP Communication Devices ($1,000 or more)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

**CERTIFICATIONS:**

(1) certify that the proposed budget revision meets substantial scientific program propriety in relation to the objectives of the grant/award.

Principal Investigator/Project Director Signature  Date
PROCESSING TRAVEL

The Travel Process is a 2 step process that begins with a 1) Travel Authorization Request (TAR) and ends with a 2) Voucher for Reimbursement of Travel Expenses:

Travel Authorization Request (TAR)

**Step I.** A TAR is the first step in the Travel Process and is the state’s formal document to secure approval to incur travel expenses. This form must be submitted for all travel performed by individuals traveling on official business of the University. The TAR must be signed by the traveler’s supervisor. In the event that traveling expenses are funded by a department other than the traveler’s, the TAR must be signed by the department head of the funding department and the traveler’s supervisor. For ORSP, travel must be allowable under the project award in order to incur travel expenses. After the TAR has been signed by the traveler, supervisor and department head, the **TAR must be routed to ORSP for signature approval.** After approval, ORSP will route the TAR to Accounts Payable. The TAR must be submitted to ORSP with authorized signatures prior to the departure of travel.

Please contact your assigned GAFM Coordinator should you need assistance completing the TAR from grant funds.

Voucher for Reimbursement of Travel Expenses

**Step II.** The Voucher for Reimbursement of Travel Expenses is the State’s Official document used to reimburse travelers for expenses incurred while on travel. Upon completion of the travel, the traveler must prepare a travel reimbursement voucher, sign the voucher, obtain the supervisor’s approval, and submit to ORSP for signature approval. After approval, ORSP will submit to Accounts Payable for payment. The travel voucher must include original receipts for hotel room, car rental, airline ticket, and incidental expenses. Please note that a travel reimbursement voucher must be filed at the end of travel even if there are no other expenses to be reimbursed to the traveler. Travel reimbursement vouchers must be filed within ten (10) workdays after the trip. If an advance is received, the travel reimbursement voucher must be filed five (5) workdays after the trip if reimbursement is due to the traveler or three (3) workdays after the trip if reimbursement is owed to the State of Florida.

Please contact your assigned GAFM Coordinator should you need assistance completing the Voucher for Reimbursement of Travel Expenses for grant funds.
UNIVERSITY OF NORTH FLORIDA
TRAVEL AUTHORIZATION REQUEST

DATE:______________

Name of Traveler___________________ **Banner ID (required)___________________        Index No._______________

Contact Person________________

Department Name (Funding Travel)________________________________________  Official Headquarters_______________

Ext. to Call___

**If the traveler is from a foreign country, please provide the following information to the Controller's Office prior to authorizing travel:
1. Copy of visa,  2. Foreign National Information Form. Certain visas do not qualify for Travel Reimbursement or allow for honorariums to be paid to foreign travelers.

<table>
<thead>
<tr>
<th>A. ESTIMATED COSTS</th>
<th>B. REQUEST FOR ADVANCE</th>
<th>C. SIGNATURE APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Per Diem or Actual Lodging</strong></td>
<td>Advance Affirmation</td>
<td>Traveler's Signature:_______________________________ / Date</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage (Private Vehicle)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Expenses (tolls, cabs, parking)</td>
<td>*Sub Total: $_________</td>
<td></td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Carrier (Air fare)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Costs:</strong></td>
<td>______________________</td>
<td></td>
</tr>
</tbody>
</table>

**Pursuant to Section 112.061 (3) (a) Florida Statutes, I hereby certify or affirm that this travel is on official business of the State of Florida and will be performed for the purpose(s) stated.**

Direct all travel questions to the Travel Office at 620-2950

White & Yellow Copies - Travel Office (Controller)  Pink Copy - Department Copy
Rev. 5/03

Example of Travel Authorization Request (TAR)
# UNIVERSITY OF NORTH FLORIDA

## VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel To From Pointed Origin</th>
<th>Purpose of Business</th>
<th>Name of Conference</th>
<th>Flight Date</th>
<th>Actual</th>
<th>Lodging</th>
<th>Mileage</th>
<th>Meals</th>
<th>Expense</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/16/07</td>
<td>Los Angeles to Washington D.C.</td>
<td>To attend Affirmative Action Conference</td>
<td>01/14 PM</td>
<td>01/14 PM</td>
<td>01/15-17</td>
<td>590.00</td>
<td>590.00</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/19/07</td>
<td>Washington D.C. to Los Angeles</td>
<td>Affirmative Action Conference</td>
<td>01/19 PM</td>
<td>01/19 PM</td>
<td>01/18-01/20</td>
<td>590.00</td>
<td>590.00</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem</th>
<th>Meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/16/07</td>
<td>590.00</td>
<td>590.00</td>
<td>590.00</td>
</tr>
<tr>
<td>01/19/07</td>
<td>590.00</td>
<td>590.00</td>
<td>590.00</td>
</tr>
</tbody>
</table>

### Statement of Benefits to the State: (Conference or Convention)

This Conference will provide participants with new regulations imposed by the OCR in order of the University’s Affirmative Action Program.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>590.00</td>
</tr>
</tbody>
</table>

**Traveler’s Signature:**

**Supervisor’s Signature:**

**Signature:**

**Address:**

**Signature:**

---

*(Please note, the certificate or reimbursement form must be signed and dated by the Traveler and Supervisor.)*
### Travel Performed by Common Carrier or State Vehicle

**This Section Required to Be Completed Only When Common Carrier Is Billed Directly to the State Agency**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Number or Mileage</th>
<th>Mileage</th>
<th>Time</th>
<th>City</th>
<th>Date</th>
<th>Time Number or Mileage</th>
<th>Mileage</th>
<th>Time</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/19</td>
<td>01:15</td>
<td>100</td>
<td>01:30</td>
<td>Washington, D.C.</td>
<td>10/13/19</td>
<td>01:15</td>
<td>100</td>
<td>01:30</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>07/01/19</td>
<td>01:15</td>
<td>20</td>
<td>01:30</td>
<td>Washington, D.C.</td>
<td>10/13/19</td>
<td>01:15</td>
<td>20</td>
<td>01:30</td>
<td>Washington, D.C.</td>
</tr>
</tbody>
</table>

### State of Florida Purchasing Card Charge

**This Section Required to Be Completed Only When Travel Related Expense Is Paid by Using the State of Florida Purchasing Card**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Number or Mileage</th>
<th>Mileage</th>
<th>Time</th>
<th>City</th>
<th>Date</th>
<th>Time Number or Mileage</th>
<th>Mileage</th>
<th>Time</th>
<th>City</th>
</tr>
</thead>
</table>

**GENERAL INSTRUCTIONS**

**Class A Travel** — Continuous travel of 24 hours or more away from official headquarters.

**Class B Travel** — Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

**Class C Travel** — Travel for short or day trips where the traveler is not away from the official headquarters overnight.

**NOTE:** The allowance shall be made to cover only travel authorized to the city or town of official headquarters or intermediate points of official assignment or official business unless the travel is in regular place of employment if travel expenses are approved by the next level supervisor or travel analyst on this travel analyst. Rates of Per Diem and Mileage shall be those prevailing by Section 553.0301, Florida Statutes.

Per diem shall be paid in four equal installments for each quarter for which it is incurred. Travel over a period of 24 hours or more will be calculated in the base of 24-hour cycles, beginning at midnight. Per diem will be calculated from the base of 24-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return shall be recorded in the “Time” column. When leaving or returning, the meal allowance columns shall be used.

Travels for nonbusiness purposes on or near business days will be paid at the same rate as for business purposes on or near business days, and the reimbursement shall be paid in the “Time” column. When leaving an official assignment or official business, the meal allowance columns shall be used for the “Time” column. When returning, the meal allowance columns shall be used in the “Time” column.

**Fees for Meals and Lodging** — Meals and lodging shall be paid at the rate of $8 per diem at the rate shown in the “Fees for Meals and Lodging” column.

**Special Travel Expenses** — These include the following: (a) reasonable taxi fare; (b) travel and hotel expenses, in addition to current rates; (c) special cell phone and/or Internet use fees; (d) telephone and telegraph expenses; (e) instructions or conference registration fees; (f) reasonable use fees; (g) reasonable hotel and transportation costs; and (h) insurance costs.

**Fees for Mileage** — Mileage shall be paid at the rate shown in the “Fees for Mileage” column.

**Fees for Reimbursement** — Fees for reimbursement shall be paid at the rate shown in the “Fees for Reimbursement” column.

**Fees for Transportation** — Fees for transportation shall be paid at the rate shown in the “Fees for Transportation” column.

**Fees for Admission** — Fees for admission shall be paid at the rate shown in the “Fees for Admission” column.

**Fees for Books and Supplies** — Fees for books and supplies shall be paid at the rate shown in the “Fees for Books and Supplies” column.

**Fees for Other Expenses** — Fees for other expenses shall be paid at the rate shown in the “Fees for Other Expenses” column.

**Fees for Travel Consultant** — Fees for travel consultant shall be paid at the rate shown in the “Fees for Travel Consultant” column.

**Fees for Travel Agent** — Fees for travel agent shall be paid at the rate shown in the “Fees for Travel Agent” column.

**Fees for Weather Delay** — Fees for weather delay shall be paid at the rate shown in the “Fees for Weather Delay” column.

**Fees for Parking** — Fees for parking shall be paid at the rate shown in the “Fees for Parking” column.

**Fees for Public Transportation** — Fees for public transportation shall be paid at the rate shown in the “Fees for Public Transportation” column.

**Fees for Airfare** — Fees for airfare shall be paid at the rate shown in the “Fees for Airfare” column.

**Fees for Car Rental** — Fees for car rental shall be paid at the rate shown in the “Fees for Car Rental” column.

**Fees for Hotel** — Fees for hotel shall be paid at the rate shown in the “Fees for Hotel” column.

**Fees for Lodging** — Fees for lodging shall be paid at the rate shown in the “Fees for Lodging” column.

**Fees for Meals** — Fees for meals shall be paid at the rate shown in the “Fees for Meals” column.

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IMPORTANT TRAVEL NOTES

Visit the Travel Office website for additional information regarding travel procedures

THE INVOICE PROCESS FOR TRAVEL

1. The department completes the required travel forms and submits them to ORSP. ORSP will approve the forms and submit them to the Travel Office.
   a. TARs vary but are required in the Travel Office before the beginning travel date. Please forward the travel forms in ample time to ORSP for forms to be approved and forwarded to the Travel Office.
   b. Advance requests should be in the Travel Office 10 – 15 days prior to travel date.
   c. Reimbursement completion and submission time will vary by department and available budget on the grant.
   d. Advance settlements included on a reimbursement MUST be submitted within:
      i. 5 business days if the traveler is owed reimbursement
      ii. 3 business days if the traveler owes unspent funds back to the university

2. ORSP submits the required travel forms to the Travel Office after they have been received by the department.
   a. ORSP time stamps the forms into the Travel Office and logs the date the forms were sent to the Travel Office in the ORSP log.
   b. From the date the forms are turned into the Travel Office, the forms are audited and processed in 7 – 10 Business Days

3. The Banner submitted Invoice is then sent to ORSP for approval. After the invoice has been approved by ORSP, Banner will route the invoice to the approval queue of the index identified on the travel reimbursement form for approval or disapproval by the PI. After the PI approves the invoice, the invoice will then be routed to the Travel Office for approval and processing of a check or EFT.
   a. After the invoice is approved by ORSP, the PI, and the Travel Office, the check or EFT will be processed in 2 Business Days.
   b. If the invoice is disapproved by any area, the invoice will remain in the Banner system until it is completed and approved by all departments.

---

**MEAL ALLOWANCES**

<table>
<thead>
<tr>
<th>Leave Before:</th>
<th>Return After:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>$6.00</td>
</tr>
<tr>
<td>6:00am</td>
<td>12:00 Noon</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>$11.00</td>
</tr>
<tr>
<td>6:00pm</td>
<td>12:00 Midnight</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>$19.00</td>
</tr>
<tr>
<td>6:00pm</td>
<td>12:00 Midnight</td>
</tr>
<tr>
<td>$36.00</td>
<td>Total Allowable per Day</td>
</tr>
</tbody>
</table>

**PER DIEM**

<table>
<thead>
<tr>
<th>Leave at or After:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 Midnight</td>
<td>6:00am</td>
</tr>
<tr>
<td>6:00am</td>
<td>12:00 Noon</td>
</tr>
<tr>
<td>6:00pm</td>
<td>12:00 Noon</td>
</tr>
<tr>
<td>6:00pm</td>
<td>12:00 Midnight</td>
</tr>
<tr>
<td>Total Allowable per Day:</td>
<td>$80.0</td>
</tr>
</tbody>
</table>
I. Property Identification

The Property Department is responsible for tagging all property received costing $1,000 or more. If property is received through Central Receiving, it gets listed on the Fixed Asset Origination Tag Extract report which is run daily. This report is used by Property to identify items received that need to be decaled. If property gets delivered directly to the Departments (not through Central Receiving) the Property Department should be notified immediately. The Property Department will then research documentation available for the items, such as a requisition, an invoice or a purchase order number. The Property Department will get the information needed in order to decal the item(s) received.

1. Location of Tags: Tags should be uniformly located on similar types of property and should be in an accessible location that is easy to scan. For example, computers are generally tagged on the front left hand side, small desktop computers are tagged on the front top, and laptops are tagged on the bottom, next to the serial number. Desks are generally tagged on the left hand side, inside the desk panel.

2. Property Tags: The University uses bar code tags to identify property. Each bar code tag is 8-digits long. Property bought using grant funds will also include a sticker marked “ORSP Grant” underneath the property tag to identify that the property was bought with grant funds.

II. Transfer of Equipment

If the equipment is subsequently moved within the University, sold, transferred to another university, destroyed, or becomes obsolete and placed in storage, it must be removed from the inventory. The principal investigator must initiate this removal through the department. The department will then notify the University Property Control Officer. Removal of equipment from the University inventory must be in accordance with any conditions imposed in the sponsor's award documents. Even though title to the property normally vests with the University, there may be restrictions on the disposition of the equipment. Funds received for equipment which is sold will be distributed in accordance with the source of the funds used to purchase the equipment, with the sponsor's share being returned to the department(s) of the PI(s).
When a faculty member terminates association with the University, all property for which the University has title remains with the University. The University will, however, entertain requests for transfer of equipment to another academic institution. Such transfers will require approvals by the Department Chair, Dean, and ORSP. To the extent that the University has contributed to the equipment purchase, some reimbursement may be required. Normally there would be no compensation required from the gaining university for the sponsor's share of the purchase. Questions regarding transfer of title, depreciation, reimbursement from the gaining academic institution, shipping costs, insurance, etc. should be discussed with ORSP prior to making any commitment to the gaining institution. There are two major types of property transfers:

1. Transfer of equipment between departments. A Property Transfer Form is to be completed when property items are transferred between University Departments and the organization Banner code is different. Property within Banner is coded by organizational number. If the organizational code remains the same when equipment is being transferred between departments, a Property Transfer Form is not needed.

2. Transfer of equipment to another university/organization. In order to initiate the transfer of equipment request, the transfer form must be completed: http://www.unf.edu/uploadedFiles/anf/controllers/property/Property_Transfer.pdf.
III. Inventory

1. The Department is required to complete a Property Survey form and forward the completed form along with all required signatures to the ORSP. ORSP will make a copy of the forms for the grant file and forward the original forms to the Property Department for approval by the Property Survey Board. Survey forms are available on the UNF website at http://www.unf.edu/uploadedFiles/anf/controllers/property/Survey_Form.pdf.

2. When the completed form is received by the Controller’s Office, the Property Department will request permission for the item(s) to be exchanged/traded-in from the Property Survey Board. After the Survey Board approves the trade-in, the Property Department will send a copy of the original form or send an e-mail notifying the department of the approval.

Example of Survey Request Form
A Personnel Action Form (PAF) is required to initiate employment or modify employment information for faculty, administrative and professional (A&P), support positions or regular Other Personnel Services (OPS), and student assistants.

For assistance in completing the PAF or other personnel forms, please contact your assigned GAFM Coordinator or visit the Human Resource website at http://www.unf.edu/hr/.

**To Process A PAF:**

1. Go to the Department of Human Resources website: http://www.unf.edu/hr/forms/Human_Resources_Forms.aspx.
2. Click on the Faculty, Administrative, Support PAF or OPS Personnel Action Form (PAF).
3. Follow the instructions inside the yellow box located on the form.
4. Complete all the shaded areas.
5. Print the form.
6. Secure all the appropriate signatures, maintaining an approved copy for your records.
7. Submit the form to the ORSP Office for approval if you are using grant funds to employ an individual.
8. ORSP will sign the form and submit the form to Human Resources in accordance with the PAF deadlines

**Note:** All authorized signatures must be obtained prior to submission of the PAF. If the labor distribution consist of multiple indexes, an authorizing signature is required for each index. If the PAF is being processed through a grant funded account, the PAF must be authorized by ORSP prior to submission to Human Resources.

Any PAF for student assistants, must be accompanied by a fee slip/course schedule.

Deadline dates can be accessed through the Office of Human Resources by clicking on Payroll Schedule, http://www.unf.edu/hr/forms/Human_Resources_Forms.aspx.
Change Request To Existing PAF’s:

9. Obtain the employees “Turn-a-Round” PAF from the employees personnel file within the department.

10. Mark the appropriate box at the top of the form, either Change or Termination.

11. Complete the right side of the PAF according to the changes being made.

12. Secure all appropriate signatures.

13. Submit the form to the ORSP Office for approval if the change affects an ORSP index.

14. ORSP will forward the completed and approved form to Human Resources in accordance with the PAF deadlines.

Note: Once a PAF has been submitted to Human Resources, a “Turn-a-Round” PAF will be generated. Only use the Termination code if the employee is being terminated prior to their original end date.

Any PAF for student assistants, must be accompanied by a fee slip/course schedule.

Example of a PAF
OPS and Student employees will be required to complete a timesheet in order to receive bi-weekly payroll payments. PIs or a designated proxy are required to approve their time in Employee Self Service. PIs or a designated proxy are also required to approve annual leave and sick leave for those applicable employees on contract and grant awards.

To approve payroll:

1. Login to Employee Self Service: Question 2: *(Internet Native Banner/Self-Service)*

2. Click on the Time Sheet link.
3. Verify the Approve or Acknowledge Time button is selected. Click the Select icon.

4. Select the appropriate pay period that you desire to approve. Click the Select icon.
5. Banner displays the time sheets needed for approval and the time sheets in progress.

6. Click on the Approve box to approve the time of a specific employee. Click the Save button.
7. Banner displays confirmation of the records approved and saved.
PROCEDURE FOR HIRING RESEARCH FACULTY AT UNF

Office of the Provost and Vice President of Academic Affairs
Office of Research and Sponsored Programs

1. Principal Investigator (PI) requests position number from the Office of Research and Sponsored Programs (ORSP).
   - ORSP will verify agency and budget compliance as accepted in the awarded contract or grant and then email the PI the requested position number.

2. PI will generate an Academic Affairs (AA) “Faculty Packet”.
   - 3 Letters of Reference (Must be applicable to the position)
   - Current Curriculum Vita (resume)
   - Transcripts
   - New Hire Access Form
   - Letter of Offer ( Assigned ORSP GAFM Coordinator can provide assistance, if needed) - see attached sample letter
   - PAF (Assigned ORSP GAFM Coordinator can provide assistance, if needed)
     http://www.unf.edu/uploadedFiles/president/hr/forms/compensation/faculty_admin_support_paf.pdf

3. PI submits the packet to the Chair and Dean for review/approval.

4. PI submits the packet to ORSP for review/approval.

5. ORSP submits the packet to AA if approved. If not approved, the packet will be returned to the PI for correction.

6. AA reviews and approves the packet. If the packet is approved, signatures of the Associate Vice President and Provost are included on the letter of offer, which is then returned to the Dean’s Office. If not approved, the unsigned letter is returned to the Dean’s Office for correction by the PI.

7. Dean’s Office forwards the Letter of Offer to the PI.

8. PI sends the letter of offer to the potential employee to secure his/her signature. PI informs the individual to return the signed letter to the Dean’s Office.

9. Dean’s Office forwards the original signed Letter of Offer to AA and a copy to ORSP and the PI.

10. AA submits the PAF to Human Resources for processing, and so notifies the PI.

11. ORSP generates an Employment Contract. ORSP will collect the signatures for the Employment Contract, forward completed signed copies to the Dean, PI and faculty member. The original Employment Contract will be maintained in ORSP.
Sample Letter of Offer

Letterhead

Date

Name
Address

SUBJECT: Visiting Faculty Appointment

Dear Dr. Last Name:

I am pleased to offer you an appointment as a 12-month, non-tenure earning visiting faculty in the COLLEGE, for the period DATE, through DATE. Your annual salary for the contract period at 0.XXX FTE will be $XXXXX.

This offer is contingent upon the following items being current and on file in UNF Office of Academic Affairs:

• Three letters of reference,
• An official copy of the transcript for your highest degree,
• A current Vita/Resume

If you accept this appointment, please sign the attached copy of this letter and return it to the DEPARTMENT. You will receive a formal contract at a later date.

We are delighted at the prospect of having you as a member of our administrative team and we trust that you will find UNF an exciting place to build a career.

Sincerely,

________________________________________________________________________

PI DEAN

Via: ______________________________

Office of Research and Sponsored Programs

Joann N. Campbell, Associate Vice President for Academic Affairs

Offer Accepted:

Dr. RESEARCH FACULTY NAME
All employees who work any portion of their time on sponsored projects, whether they are compensated by that project or not, must certify their effort. Effort is the portion of time expended towards any institutional activity for which a salary is received. Effort is expressed as a percentage of a 1.0 FTE (Full Time Equivalent). Effort reporting is a mandatory process as specified in Office of Management and Budget Circular A-21 (OMB A-21), Section J.10.

FARS must be completed for UNF faculty, adjuncts compensated on Federal Awards and Administrative and Professional staff. These individuals must document the time devoted to the project including buyouts/reassignments, supplemental compensation and cost share. FAR’s must be completed in accordance with University policy.

FARs (Faculty Activity Reports) are due within 5 weeks of each term ending. ORSP must review and sign off on all FARs for faculty and A&P staff who received direct payments from or committed match to a research project.

I. To login to Internet Native Banner:

1. Open Internet Explorer.

2. Go to http://mywings.unf.edu

3. Login with your UNF ID and password.
4. Click the Staff tab.

5. Click the link FAIR – Faculty Academic Information Reporting in the Quick Links section.
6. Click to select Faculty Member or Administrative Faculty OR Administrative Staff and enter your Network User Name (your N#) and Password. Click Login.

7. Click on AFD-FAR link or Term Based Assign Faculty Duties – Faculty Activity Report (AFD-FAR) link.
8. You can either look up a person by their name or choose from a listing. To look up by the name you click on **Browse By Name** on the menu bar.

9. Type in the Term (YYYY/MM) and type in the person's last name and click on search. The terms are input by academic year, 20XX, and the term, 01 for spring, 05 summer and 08 for fall. Click on search box.

10. A list of the available FAR's will come up for the last name you have entered.
11. If you want to select from a list you will enter the corresponding Term (YYYY/MM) the year in the first field and the month in the second field. Choose the College and Department from the drop down menus. Click on Search button.

12. Click on name to select the FAR.
13. The FAR will populate for the person selected.

14. Scroll down to the Sponsored Activities section of the FAR. Grant/Project activities are generally reported in the “Sponsored Activity” section of the FAR. For each “sponsored” entry, there will be a corresponding FTE as well as a paying ORG/FUND. The paying fund listed should be the fund (or index) from which the faculty received payment for the activity. In the case of direct payments from a grant, a C&G (contracts and grants) fund number (beginning 21, 22, 23, 24 or 25) will be listed. In order for you to enter a record you need to click the plus sign on the right-hand bottom of the grid.
15. Enter the Contract/Grant/Project name, the assigned percentage of FTE, paying org/fund, benefiting org/fund (if there is cost share involved), ACT FTE. The grant salary amount and the Act Cont Hrs will fill in automatically once the record is updated. Click the plus sign to add as many lines as needed. Click the checkmark box to add the record after each one is added.

<table>
<thead>
<tr>
<th>Contract/Grant or Project</th>
<th>FTE</th>
<th>Cost Share</th>
<th>Grant Salary</th>
<th>Paying Org/Fund</th>
<th>Benefiting Org/Fund</th>
<th>ACT FTE</th>
<th>ACT Cont Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida SBDC Network 2009</td>
<td>1.0</td>
<td></td>
<td>624000210217</td>
<td></td>
<td></td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

**AFD-FAR COMMENT ()**

16. The salary and the Act Cont Hrs will populate in the record.

<table>
<thead>
<tr>
<th>Contract/Grant or Project</th>
<th>FTE</th>
<th>Cost Share</th>
<th>Grant Salary</th>
<th>Paying Org/Fund</th>
<th>Benefiting Org/Fund</th>
<th>ACT FTE</th>
<th>ACT Cont Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida SBDC Network 2009</td>
<td>1.0000</td>
<td>24.940.60</td>
<td>624000210217</td>
<td></td>
<td></td>
<td>1.0000</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**AFD-FAR COMMENT ()**

17. In the case of “match” committed on a project, the paying ORG/FUND will be the E&G (education and general) fund number which pays the faculties’ contracted salary. When a benefiting ORG/FUND is listed, the number should correspond to the grant (index) for which the effort is expended. The “match” or “cost share” will be listed on the pay plan 22 FAR. The words “cost share” will populate after the entry has been updated/saved.

<table>
<thead>
<tr>
<th>Contract/Grant or Project</th>
<th>FTE</th>
<th>Cost Share</th>
<th>Grant Salary</th>
<th>Paying Org/Fund</th>
<th>Benefiting Org/Fund</th>
<th>ACT FTE</th>
<th>ACT Cont Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope Outreach Campaign</td>
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<td>0.00</td>
<td>640200110000</td>
<td></td>
<td></td>
<td>0.0200</td>
<td>2.24</td>
</tr>
</tbody>
</table>

**AFD-FAR COMMENT ()**

Update Activity Report
18. Supporting documentation is required for Sponsored Activities and it is optional for all other Non-instructional activities. To enter supporting documentation click the Supp Doc link.

19. You will be taken to the Supporting Documentation screen. You can either type or copy your text into the box provided. After you have typed your narrative you need click on the Save this document box.
20. After your FAR is completed you will need to click on the Update Activity Report Link. The (N) or (Y) designation indicates whether supporting documentation has already been entered for the activity.

21. After you complete the FAR you will need to print the FAR. If the FAR has Supporting Documentation choose the Print Complete AFD-FAR with SPRIDEN ID option.

22. Sign the FAR and obtain the necessary department chair signatures and send the FAR to the Office of Research and Sponsored Programs for processing. The original FAR will be returned to the department after it has been signed by ORSP.
<table>
<thead>
<tr>
<th>Cost Share</th>
<th>Portion of the total costs - direct and indirect - of a sponsored research award that is not provided by the sponsor, i.e., the university has agreed to fund it and it is included in the itemized costs of the project or programs budget that has been approved by the sponsor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Activity Report (FAR)</td>
<td>The University’s official record of a faculty member’s activities for each academic term.</td>
</tr>
<tr>
<td>Mandatory/Committed Cost Share</td>
<td>Cost share that is required by a funding agency, documented in the proposal, and agreed to in the sponsor’s awarding documents.</td>
</tr>
<tr>
<td>Voluntary/Committed Cost Share</td>
<td>Cost share that the sponsor did not require, but the proposal nonetheless included, and subsequently became a condition of the award.</td>
</tr>
<tr>
<td>Voluntary/Uncommitted Cost Share</td>
<td>Cost share that the University expended on the project, but was not required by the sponsor.</td>
</tr>
</tbody>
</table>
LINKS/FORMS/WEBSITES

LINKS:
A. ORSP Procedures: [http://www.unf.edu/research/manuals](http://www.unf.edu/research/manuals)
F. OMB Circulars: [http://www.whitehouse.gov/omb/circulars_default](http://www.whitehouse.gov/omb/circulars_default)

FORMS:
A. ORSP Forms: [http://www.unf.edu/research/ORSP forms/](http://www.unf.edu/research/ORSP forms/)
B. Accounts Payable Forms: [http://www.unf.edu/anf/controller/accounts_payable/Forms.aspx](http://www.unf.edu/anf/controller/accounts_payable/Forms.aspx)
C. Human Resource Forms: [http://www.unf.edu/hr/forms/Human_Resources_Forms.aspx](http://www.unf.edu/hr/forms/Human_Resources_Forms.aspx)
D. Payroll Forms: [http://www.unf.edu/anf/controller/payroll/Forms.aspx](http://www.unf.edu/anf/controller/payroll/Forms.aspx)
E. Property Office Forms: [http://www.unf.edu/anf/controller/property/Forms.aspx](http://www.unf.edu/anf/controller/property/Forms.aspx)
F. Purchasing Office: [http://www.unf.edu/anf/purchasing/Forms.aspx](http://www.unf.edu/anf/purchasing/Forms.aspx)
G. Travel Office Forms: [http://www.unf.edu/anf/controller/travel/Forms.aspx](http://www.unf.edu/anf/controller/travel/Forms.aspx)

WEBSITES:
A. Office of Research and Sponsored Programs (ORSP) Website: [http://www.unf.edu/research/](http://www.unf.edu/research/)
B. Center for Professional Development and Training (CPDT) Website: [http://www.unf.edu/cpdt/](http://www.unf.edu/cpdt/)
C. Controller’s Office Website: [http://www.unf.edu/anf/controller/](http://www.unf.edu/anf/controller/)
D. Purchasing Office Website: [http://www.unf.edu/anf/purchasing/](http://www.unf.edu/anf/purchasing/)
E. Human Resources Website: [http://www.unf.edu/hr/](http://www.unf.edu/hr/)
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