

Budget Approval Procedures

- ❖ **Office Supplies** – all office supply budgets are released to the departments annually and may be used for qualifying purchases at the discretion of the unit. Pcard holder for each department is responsible for verifying charges and submitting copy of invoice to Fiscal Services for processing. Sr Accountant or Accounting Coordinator will approve all charges ensuring compliance with UF rules and regulations.
- ❖ **Facilities Maintenance & Improvements** – Facilities Planning Coordinator is responsible for generating all work management charges through UF Physical Plant. They are billed through PeopleSoft when project or request is completed. Planning Coordinator will verify all charges and notify Fiscal Services of any discrepancies. Improvements requiring UF Facilities Planning involvement will be coordinated with Library Purchasing Agent for submission of appropriate documentation using Purchasing Grover module.
- ❖ **Archival supplies** – Susan Lupi is responsible for all archival supplies for Special & Area Studies in conjunction with Conservation Librarian in Preservation. All purchase orders for archival materials are requested through the Grover module and then a PO is generated by Purchasing Agent and paid through Fiscal Services within the limits of department's assigned budget. Invoices submitted via Pcard charge are sent to fiscal office for processing and verification of compliance.
- ❖ **Conservation supplies** – Conservation Librarian has a designated budget for the libraries book repair. All purchase orders are requested through the Grover module and generated by the Purchasing Agent within the limits of conservation budget. All Pcard charge invoices are forwarded to the fiscal office for approval and processing.
- ❖ **Information Technology** – (IT) has a designated budget for technology/computer related items for all library units.
 - **Software requests:** Whenever possible/available, software requests are fulfilled through UF's Office of Academic Technology Software Licensing Services (aka CIRCA) for a discounted contract rate. A Grover request is submitted to Fiscal Services and then to CIRCA via their online order system. Invoice is received by Fiscal Services with no further action beyond verification as necessary.
 - **Hardware requests:** Any order totaling less than \$5,000 is placed via P-card. IT staff will originate Pcard charges and forward documentation to Fiscal Services for processing. Any purchase orders required are requested through Grover module and are generated by the library Purchasing Agent and processed through Fiscal Services within the limits of assigned budget. Fiscal Services verifies/ensures that charges are processed correctly in PeopleSoft. IT is responsible for discretionary use of budget assigned.
- ❖ **Public Relations & Marketing (PR&M)** - Budget is preapproved by the Dean. Public Information Officer originates Pcard charges in accordance with budget submitted to Fiscal Services. Any purchase orders are requested through Grover module and generated/processed by Fiscal

Services. Foundation funds are manually verified monthly by accountant to ensure that all purchases are within limit of budget.

- ❖ **Employee Recognition Committee** -Committee is responsible for managing all funds in accordance with the budget submitted and approved by Judy. All orders are requested through Grover module. Fiscal Services will reconcile monthly to ensure that all purchases are within limit of approved budget.
- ❖ **Ergonomic requests** – All ergonomic requests are routed through Facilities Department for evaluation prior to any order being placed through Grover module. Orders are filled using state contract rates and coordinated through Fiscal Services
- ❖ **Equipment Maintenance** – Review of maintenance agreements is conducted annually to verify satisfactory service and cost effectiveness. Amount only purchase orders are then generated by library Purchasing Agent. All invoices processed against these purchase orders are verified for compliance before approval by Sr Accountant or Accounting Coordinator.
- ❖ **Dissertation Funds** – Any expenditure on auxiliary funds should be approved by Preservation Department Chair prior to issuance of purchase order. Purchase orders are requested via Grover module and generated by library Purchasing Agent. All invoices are verified by Preservation Office and sent to Fiscal Services for processing and approval.
- ❖ **Standard Operating Expenses** – All requests for standard operating expenses will be approved for purchase by Fiscal Services Accounting Coordinator prior to purchase order being issued.
- ❖ **Special Order Requests** – All special item requests are to be routed through Purchasing Grover module. Once approved by department chair, purchase will be initiated/completed by Purchasing Agent (via Pcard or purchase order.
- ❖ **Carry Forward Funds** - All requests that are to be funded from Carry Forward funds will need pre approval from the Dean.
- ❖ **Foundation Funds** – All purchases made against foundation funds are generated by Admin staff upon approval of the Dean. A UFF Disbursement form will be submitted by Admin staff to Fiscal Services to process all invoices in PeopleSoft.

Budget Approval Contact List

ADMINISTRATION

Dean	Judy Russell
Development Program Assistant	Erika Aenlle

FISCAL SERVICES

Accounting Coordinator	Grace Strawn
Sr. Accountant	Anne Marie Hollingshead
Accountant	Nadine Smith
Sr. Fiscal Asst	Barbara Williamson
Purchasing Agent	Sonia Coleman

FACILITIES PLANNING

Coordinator	Jeff Lajza
Building Maintenance Program Assistant	Peter Miller

SPECIAL & AREA STUDIES COLLECTIONS

Secretary	Susan Lupi
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PRESERVATION

Department Chair:	Lois Widmer
Conservation Unit Head	John Freund

PUBLIC RELATIONS & MARKETING

Public Information Officer	Barbara Hood
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INFORMATION TECHNOLOGY

Coordinator/Head	Rachael Schipper
IT Coordinator	Will Chaney
IT Specialist (Fiscal contact)	Debra Fetzer

HUMAN RESOURCES

Associate Dean	Brian Keith
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EMPLOYEE RECOGNITION COMMITTEE

Chair	Jimmy Lundgren
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HEALTH SCIENCE CENTER

Associate Dean	Cecilia Botero
IT Coordinator	Cliff Richmond

BORLAND

Director

Gretchen Kuntz

Library Assistant

Garfield Simmons