

PCARD Holder Deactivation for Mister Paper Office Supply Orders

As of 11/1/2019 Office Supply orders through Mister Paper no longer require a PCARD for purchasing.

The process for ordering office supplies and submitting all support documentation for purchasing ANY items through Mr. Paper is below and attached. Any questions, please send an email to the Libraries Fiscal Services Help email box: FiscalServices@uflib.ufl.edu.

Based on this change, it seems that you no longer need to have a PCARD for procurement. If you have any questions or concerns about us deactivating your PCARD, please send me an email or call me as soon as possible Anne-Marie Hollingshead, amhollingshead@ufl.edu. If there are no concerns, the plan will be to deactivate cards by next week, so please shred your card and confirm you have done so.

Process for ordering Office Supplies:

1. Enter a cart for Mister Paper Orders through UF Marketplace.
 - PeopleSoft < Main Menu < My Self Service < my UF Marketplace
2. Add funding chartfield if it is different from your office supply budget chartfield – if same, leave BLANK.
3. Submit the cart for Greg Krueger to review/approval.
4. Required to submit **ALL** support documentation within 1 week of receiving order to lib-fsvcs@uflib.ufl.edu
 - Email Subject Heading: Mister Paper, \$ xx.xx
 - Date items received with the packing list or email list of ordered items from Mister Paper
 - Returned Items
 - Credits
 - Correspondences from Mr. Paper
 - Correspondence from a UF Core Office
5. Charges will automatically be billed by Mister Paper on the funding chart field of the order
6. Any office supply orders that cannot be ordered through Mister Paper, submit a Purchasing Grover Ticket.
7. Unit Budget & Expense Reports are located at: <https://cms.uflib.ufl.edu/fiscalservices/budgetreports>

Any questions, please contact our office at:

- Libraries Fiscal Services Help email: FiscalServices@uflib.ufl.edu
- Fiscal Services Main Phone Line: 352-273-2555