

Resource Management is excited to announce we are fully staffed. This is an opportunity for the team to come together to streamline some processes, reevaluate procedures, and build some consistency amongst the division. With that being said Resource Management will be implementing a new process for purchasing division wide. Attached you will find a Purchasing Request form.

This form will allow us to ensure that all payments are properly justified, coded and approved. What is great about this form is that it provides the reconcilers all the information at the time of purchase. Again, I cannot stress to you enough, this form isn't intended to create more work for anyone, it is meant to streamline the payment process, assisting the reconcilers with understanding the purchase and its business purpose, and properly coding each transaction as well as ensuring that all expenses meet division and University guidelines. We ask that this form be implemented to each cardholder/purchaser immediately.

Below are some key points to keep in mind when working with your teams complete the form.

P-Card holder name, this could be different from the person responsible for the purchase.

Travel related expenses. This should be the traveler information not the card holder.

Purchasing Reconciliation/Request Form

This coversheet should be attached to all receipts for the Division of Student Success at USF St. Petersburg.
For purchase orders requests, please send the request to SSRM at the email above.

P-Card Purchase
(Attach receipts)

Purchase Order
(Attach quotes)

P-Card Holder: **Date of Purchase:**

Travel Related Purchase?
(If this purchase is travel related, please provide Traveler Name, Employee ID#, and Travel Request #)

Organization / Dept Name:

Vendor Name:

Vendor Address Street:

City: **State:** **Zip Code:**

Name of Event: **Date of Event:**

Items Purchased and University Purpose is essential to reconciling the expenses. This should be detailed and informative and should be able to explain to someone outside the division what the expense is for. Remember all University expenses are reviewed by someone outside our division, and they might not always understand what we do. This section will help answer any of those questions. The University purpose should explain the who, what, where, when and why of the expense. This may sound like a lot, but keep in mind that this can be 2 to 3 complete sentences and that is it.

Itemized List of Purchase:

(Be specific)

University Purpose

*University purpose should include how purchase best suits university/department mission and initiatives.

*If FOOD is purchased, list business purpose, # of participants, relationship to USF (staff/faculty/students/guest) and attach agenda.

Amount of Purchase:

The last section is the chart fields and approvals. You will notice that some of these chart fields are prefilled and some are fillable. This to help the reconcilers when entering payments in Bull Marketplace and FAST. However, if you are unsure of any of the fields you can leave them blank for the reconciler to complete.

Finally, there are required signatures of the responsible purchaser and authorized signer. A Supervisor should sign off on all purchases. This is essential with the purchase process and can be done electronically via Docusign or e-signature. Once the purchase is made and itemized receipts are obtained, the cardholder will upload the Purchasing Reconciliation/Request Form and all supporting documentation to Docusign, routing to themselves as first signature, Supervisor for authorized signature and finally to the reconciler for “receive a copy”. This should be done within 3-5 days of the purchase, ensuring the reconciler has ample time to properly code and review all payment request.

GL Unit: USF01 Oper Unit: STP Fund: Init. 0000000

Dept: Prod: GL Acct:

**If unsure on any of the fields above, please check with your reconciler.*

Purchaser Signature:

Date:

**I certify the purchase did not include alcohol and this expense fully supports my department and USF mission.*

Authorized Signature:

Date:

(e.g. Supervisor/Accountable Officer/Accountable Officer Designee/Req_Manager. If over \$5,000, signer must be Accountable Officer)

Once the reconciler receives the payment request form via Docusign, they will then process in FAST and/or Bull Marketplace and save accordingly. This will complete the payment process for the cardholder.

With the announcement of this new process, we want you all to know that we are here to help. Please feel free to reach out to our office at STP-SSRM@usf.edu with your questions.