Procurement Overview

Training

Presented By
Procurement Management
Overview

• Procurement Management Website
• Ask YODA (*Frequently Asked Questions*)
• Travel
• Purchasing
• AFPS (*Authorization for Professional Services*)
• Desktop Receiving
• Business Justification Form
• Training Opportunities
Procurement Website  .... Homepage

Welcome to the Procurement Management website!
Take a moment to provide feedback. We'd love to hear what you think!

Procurement Management Policies Update
- Relocation Expenses: UTDBP3098
- Entertainment and Official Occasions: UTDBP3094

Travel Management Updates
- Hotel Allowance: Hotel and conference hotel expenses may not exceed 150% of the federal per diem for that location. Exception requests for additional allowance must be approved by your VP, Dean, or Fiscal Officer.
- Entertainment Limit per Person: The reimbursement is based on actual cost, which must be appropriate and reasonable for the type of meal or event. This applies to all venues, including restaurants and entertainment at private residences. The entertainment limit is an average of $75 per person including food, alcohol, tax, and gratuity.
- Reminder to Use Concur: This online booking tool for university travel allows you to quickly make reservations after viewing your travel options. In addition, you have direct access to UT Dallas' negotiated fares delivered by our travel agencies. Concur provides a list of all your travel plans and is your direct source for travel alerts. Sign up HERE.
Website .... Forms

- Accounts Payable
- Purchasing
- One Card
- Travel Management
### Accounts Payable

<table>
<thead>
<tr>
<th>Form</th>
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<td>Authorization for Professional Services (AFPS)</td>
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<tr>
<td>Direct Deposit for Vendors</td>
<td>This form should be completed for vendor direct deposit authorization.</td>
</tr>
<tr>
<td>Employee EFT Reimbursement</td>
<td>This form should be completed for employee EFT reimbursement.</td>
</tr>
<tr>
<td>Purchase Voucher</td>
<td>This form should be completed to request reimbursement for payment of goods or services.</td>
</tr>
<tr>
<td>Request for Payment/Reimbursement of Business Expense</td>
<td>This form should be used to request a reimbursement of any business expense. See the <a href="#">Entertainment and Official Occasions Policy</a> for UT Dallas guidelines on what constitutes allowable business expenses.</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>A W-9 should be completed for all new vendors and submitted to Accounts Payable. Please note that a new W-9 must be completed if tax classification changes.</td>
</tr>
</tbody>
</table>
Website .... more forms

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<tbody>
<tr>
<td>Certificate of Insurance Example</td>
<td>See this document for an example of a Certificate of Liability Insurance.</td>
</tr>
<tr>
<td>Certificate of Insurance Guidelines</td>
<td>Purchasing must have a current Certificate of Liability Insurance for any company or contractor doing work on the UT Dallas campus. See this document for additional information.</td>
</tr>
<tr>
<td>How to Check Open Encumbrances</td>
<td>This quick guide will walk you through how to check open encumbrances in peoplesoft.</td>
</tr>
<tr>
<td>Emergency or Sole Source Justification Form</td>
<td>State of Texas law and UT Dallas policy required competitive bidding for procurements over $10,000 unless it qualifies as an Emergency of Sole Source procurement. See this form for additional guidelines.</td>
</tr>
<tr>
<td>Procurement Guidelines</td>
<td>A quick reference document on how to purchase at UT Dallas.</td>
</tr>
<tr>
<td>UT Dallas Sales Tax Exemption Form</td>
<td>Proof of UT Dallas sales tax exemption.</td>
</tr>
</tbody>
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<tr>
<td>Dispute Form</td>
<td>If a cardholder finds an incorrect or unrecognizable transaction and a resolution cannot be handled with the vendor, please complete this form and fax it to the Citi Bank contact listed on the dispute document.</td>
</tr>
<tr>
<td>Lost or Non Itemized Receipt</td>
<td>To be submitted in lieu of missing receipt with monthly cardholder activity reports.</td>
</tr>
</tbody>
</table>
Website .... more forms

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<tr>
<td>Airfare Contract Rates</td>
<td>External link to the Texas Comptroller's Website. Contract fares are available only for state business purposes, can be booked through the university's contracted travel agencies, and allow changes or refunds to be made to the purchased tickets.</td>
</tr>
<tr>
<td>Authorization for Professional Services (AFPS)</td>
<td>Must be completed by hiring department for all non-university employees who will be performing compensated services as an independent contractor. This form is used as a substitute for the Travel Authorization form for these types of non-employees when travel is required to provide the service.</td>
</tr>
<tr>
<td>Authorization for Professional Services for Payments under $600</td>
<td>Use this form in lieu of the typical AFPS if the payment to the independent contractor will be less than $600 in a calendar year.</td>
</tr>
<tr>
<td>Checklist for Booking Guest Travel in Concur</td>
<td>An optional form to help travel arrangers gather the appropriate information in order to book guest travel.</td>
</tr>
<tr>
<td>Domestic Meals and Lodging Rates (Per Diems)</td>
<td>External link to per diem rates for foreign travel.</td>
</tr>
<tr>
<td>Fly America Act Justification Form</td>
<td>Must be completed by traveler to justify use of a foreign flag air carrier for any part of foreign travel.</td>
</tr>
<tr>
<td>Fly America Act Waiver Checklist</td>
<td>Use this form to assist in determining qualification for a waiver of the restrictions of the Fly America Act.</td>
</tr>
<tr>
<td>Foreign Currency Converter</td>
<td>External link to aid in completion of a reimbursement request when converting foreign currency to US dollars.</td>
</tr>
<tr>
<td>Hotel Direct Bill Request</td>
<td>Use this form to request direct billing from a local hotel. Please note that only hotels on the Hotel Reference Sheet</td>
</tr>
</tbody>
</table>
Website .... Training

Training

Office of Budget and Finance Help and Training:
Welcome to the one-stop resource for how-to materials and help from the Office of Budget and Finance (OBF).
Task-specific guides, overviews, and job aids for all OBF functional areas are available, including Budget, Accounting & Financial Reporting, Information Security, Payroll, and Procurement.
Click on a functional area to view available materials (some training may require your UTD Net ID and password).
We are always growing. See the “Additional Help” link below to search FAQs, or let us know if you haven’t found what you need.

- Accounting and Finance
- Budget and Resource Planning
- Information Security
- Payroll and Data Management
- Procurement Management
- How Do I Get Additional Help?
Website .... Training cont.

### Procurement Management

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<tr>
<td>Procurement Management Overview</td>
<td>The overview covers the website, different departments, and where to go for assistance.</td>
</tr>
<tr>
<td>Phoenix User Interface Guide</td>
<td>Access the training for greater detail for guides and quick references guides for eProcurement. Topics include: eProcurement for Shoppers, Requestors or Approvers.</td>
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<tr>
<td>Purchasing Quick Guides (eLearning)</td>
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### One Card

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<tr>
<td>One Card Program Guide</td>
<td>Additional information for One Card holders.</td>
</tr>
<tr>
<td>One Card Training (eLearning)</td>
<td>A brief cardholder training on policies and procedures related to the OneCard program. Cardholders should allow 15-20 min's to complete the training module.</td>
</tr>
</tbody>
</table>

### Travel Reservations-Concur

<table>
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<tr>
<td>How to Book a Flight in Concur</td>
<td>This link explains how to book a flight and has a demo video to help.</td>
</tr>
<tr>
<td>How to Book a Hotel in Concur</td>
<td>This link explains how to book a hotel and has a demo video to help.</td>
</tr>
<tr>
<td>How to Book a Rental Car in Concur</td>
<td>This link explains how to book a rental car and has a demo video to help.</td>
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</tbody>
</table>
Contact Us....

accountspayable@utdallas.edu

purchasing@utdallas.edu

onecard@utdallas.edu

travel@utdallas.edu

vendors@utdallas.edu
Frequently Asked Questions
Ask YODA

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Frequently Asked Questions (cont.)
Travel Overview

- Traveler Responsibilities
- Travel Forms
- Travel Reservations & Agents
- Concur
- Travel Reimbursements
- Reasons for Travel Voucher Returns
Traveler Responsibilities

- Ensure **Travel Authorization Form** has been approved and submitted **before** trip
- Only request reimbursements for **actual** expenditures
- Request your reimbursement within 30 days after the completion of the trip

Additional resources can be found at [http://www.utdallas.edu/procurement/departments/travel/](http://www.utdallas.edu/procurement/departments/travel/)
## TRAVEL AGENT OPTIONS

<table>
<thead>
<tr>
<th>AGENCIES</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
</table>
| **Concur**               | Online booking tool for business travel: [www.concursolutions.com](http://www.concursolutions.com)  
For University Employees and Guests*  
*Guests cannot create accounts, but travel coordinators can make the arrangement via Concur |
| **Corporate Travel Planners (CTP)**  
*Effective Jan 2016, FS fees are being charged to the Dept.* | 8:00AM – 6:30PM Monday-Friday  
1-866-366-1142 (toll-free) or 210-366-1142  
utdal@ctp-travel.com  
1-800-441-6512**  
**After-hours number to be used only in case of emergencies; VIT Code: S2P2A |
| **Anthony Travel (ATI)**  
*Effective Jan 2016, FS fees are being charged to the Dept.* | 8:00AM – 6:00PM Monday – Friday  
1-800-684-2044 (toll-free) or 512-617-8444  
UTD@anthonytravel.com  
1-800-342-9008**  
**After-hours number to be used only in case of emergencies, VIT Code S4RRG |

*Training is offered by Casey Lloyd.*
Concur Online Booking Tool Fees

For the past two years, the university has paid travel booking fees centrally while we transitioned to the new online booking tool, Concur. We have made progress toward implementing the tool, but have only achieved 37% of our bookings through the online system. Processing fees for Concur are 50% less than using a full-service agent and the available services are almost identical.

Effective January 1, 2016 The Office of Budget and Finance will only fund transactions processed through the Concur on-line booking tool. Departments who chose to use a full service agent will be required to pay the full-service fees from their departmental cost center.

POTENTIAL SAVINGS

$12.02 Average Online Fee versus $27.38 Average Full-Service Fee

GOAL: 70% online adoption rate by the end of FY 2016!
Reaching this goal will help generate a $63,000 annual savings for the university.

CURRENT % OF TRANSACTIONS

37.8% ONLINE
62.2% FULL-SERVICE

NEED HELP? HAVE A QUESTION?
Contact travel@utdallas.edu
Travel Reimbursement
What does it cover? (if not direct billed)

- Lodging (for individual travel based on actual expense up to GSA allowance)*
- Lodging for Conferences – for a ‘standard’ room
- Meals (based on actual expense up to the allowed rate, not a flat rate)
- Car Rental (compact to full size)
- Mileage (designated location or home whichever is the least)
- Incidentals (Other Travel Expenses including fees, business calls, hotel taxes (except TX occupancy), etc.)

*Non-conference hotel rates may not exceed the GSA allowance for a ‘standard’ room. Exception must be approved by the respective VP, Dean, or Fiscal Officer.
Travel Reimbursement (cont.)

- Conference Registration Fees
- Fares, Public Transportation
- Parking
Travel Reimbursement (cont.)

- All documentation needs to be sent **electronically** to Procurement
- When taping receipts, please do not place the tape over the dollar amounts or dates, nor highlight
- Attach conversion sheets for foreign receipts. Use this website to make this conversion:
- Only **one** conversion sheet is required per week for all receipts submitted
Travel Reimbursement (cont.)

• Please make sure travel voucher is signed by the traveler (not by a designee) and approved by supervisor/Dean

• Any additional approvals or documentation must be included in the travel voucher file

• NEW!! Business Expense reimbursement process is available through eProcurement
NEW!! Reimbursement (travel & non-travel)

• Effective January 1, 2016, Procurement Management will begin enforcing a 60 day business expense reimbursement period for payment of allowable employee business expenses, to include travel and non-travel related items.

• In accordance with the Internal Revenue Service accountable plan regulations, business expense reimbursement documentation must be submitted within 60 calendar days after business related expenses are incurred, or the trip ends.

• If not submitted within 60 days, the reimbursement becomes taxable to the employee for federal, state, FICA and Medicare taxes; and will be withheld from the employee’s paycheck.

• Any reimbursement claim that is submitted after 60 days of the actual expenditure and/or the end of the trip will be reported to the Payroll Office for proper taxation as mentioned above.
Top 10 Reasons for Travel Voucher Errors

• Missing support documentation
• Not requesting overages prior to travel
• Not including an approved TA Form
• Requesting GSA allowance for meals instead of actual cost up to the allowance
• Requesting full GSA allowance for meals when conference meals were included
• Requesting reimbursement for ‘business entertainment’ meal & still claiming full GSA allowance
More reasons.....

- Requesting reimbursement for direct billed items
- Requesting reimbursement for airfare, through outside travel agency, w/o prior approval
- Requesting reimbursement for items paid for with a TAC or One Card
- Name on Travel Voucher different than Booking Name, Concur Name, Passport Name
Travel Questions?

UT Dallas Procurement (x2300)

travel@utdallas.edu
onecard@utdallas.edu
Purchasing

• eProcurement – *preferred method*
  - Requisition
  - Check Request

• One Card
Purchasing Method – eProcurement

Advantages to this method:

• Recorded history of activity
• Approvals are electronically obtained
• Cost center activity is posted to the general ledger when the check is generated
• Budget errors are caught up front
Requisition – use for these type of transactions

- Catalog Purchases
- Construction Projects
- Consulting
- Contracts
- Chemicals
- Large Research Items
- Controlled Inventory (tagged)
- Computers
Check Request — use for these type of transactions

✓ Not for PO related expenditures or contracts
✓ Membership (be sure to include benefit statement)
✓ Subscriptions
✓ Licenses
✓ Registrations
✓ Books/Periodicals
Payment Method - One Card

• Used for small dollar, non-catalog items, business travel & services
• Obtain good/service same day
• $1,500 single or $15,000 period

• Official Address: 800 West Campbell Road, Richardson, Tx 75080 (shipping, mailing, & billing)
NEW!! OneCard reports are moving….

- Custom Billing Cycles
- Default Cost Centers
- Transactions available online within 1-2 days
- Easy to read Reports
- Quick Guide Available
- Need Group Training?
One Card

- Non-PO related expenditures
- Small $$ items
- Books & Periodicals
- Service Memberships
- Registrations
- Lodging
- Vehicle Rental
- Parking
- Taxi Service
eProcurement – Overview

Welcome to eProcurement!
All computers need to be encrypted. Desktop information here: http://www.utdallas.edu/encryption/
Laptop information here: http://www.utdallas.edu/infosecurity

Helpful Links:
* Open Encumbrances Inquiry
* TEAM Catalog supporting people with disabilities
* Shipping or ordering something large? Check here!
* UT Dallas Procurement Management Website
* Who can sign contracts?
* UT Board of Regents rules on Procurement
* Statutes and rules of Texas related to expenditures
* State Law for University Purchasing
* Board of Regents Policy Library
* Board of Regents Rules
* Federal Contracting Regulations
* SAM System for Award Management
* UT Dallas office of Audit & Compliance

Showcased Services
- International Shipments
  - Either to or from UT Dallas
- New Vendor Needed
  - Ask company for a W-9 IRS form
- Request for a Check
- Charter Transportation Showcase
  - For bus & limo service at UTD
- Airgas Showcase
- Copier Information

Featured HUB (Historically Underutilized Business)
- Complete Books, E&I
- NuTech (Hi-Ed, UTD Technology store)
- Today’s Office Supply Chains
- STAPLES/Summer Industries NIPA
- Impressions Marketing Showcase
- Promotional Items, Punch-Out

Have a Procurement Question? Ask YODA
eProcurement – Catalogs
Business Justification of Purchases

- **Purpose and Justification**
  - Why or How does the expense/purchase relate to university business?
  - When did the expense occur or when does purchase need to be made?
- **Where?**
  - Where did expense occur? Where to buy from?
- **Who was or will be involved in the expense/purchase?**
- **What does the expense represent?**
Purchasing Purpose Examples

**Poor Purpose**
- Conference registration
- Books

**Good Purpose**
- Registration for Deborah Reynolds to attend NAEP conference in Hawaii in October, 2015 for professional development and networking.
- Books necessary for classroom instruction, Buying Habits of Successful People.
Purchasing job aids

My Galaxy Training

- **Gemini HR**
  Access the training guides and quick references guides for the PeopleSoft Human Resources system. Topics include: Department Access, Navigation, View Absence Balances, run HR Queries. You will need Adobe Acrobat Reader to view these files.

- **Time and Absence Tutorials**
  Whether you are Exempt, Non-exempt, Hourly or an Hourly Web Clock Employee, this folder contains over a dozen detailed interactive presentations for reporting worked time, miscellaneous leaves, sick and vacation absences. Approver Tutorials are available here on the Approval process, Get and Approve employees using the Timesheet and UTD Timesheet. The benefits of using the Manager Calendar is explained as well as how to use it.

- **Quick Links**
  Training related links such as Course Evaluation Form; Training Attendance; Link to Training Portal

- **Introduction to PeopleSoft-Onion, Financials and HR**
  Access the training guide and quick references guides used in the instructor-led class, introduction to PeopleSoft-Onion, Gemini Financials, and Gemini HR. You will need Adobe Acrobat Reader in order read the files.

- **Employee Self Service**
  Access the training videos on how to view and maintain your personal information (direct deposit, paychecks, addresses, etc) using the PeopleSoft Employee Self-Service application. To view a video, click the title. Note: Video opens in a new window.

- **Gemini Financials**
  Access the training guides and quick references guides for the PeopleSoft Financial Management System. Topics include: Commitment Control, IDT Journal Entry, Billing, Reconciliation and General Ledger Inquiry. Please click a folder name to view the content. You will need Adobe Acrobat Reader to view the files.

- **eProcurement**
  Access the training guides and quick references guides for eProcurement. Topics include: eProcurement for Shoppers, Requestors or Approvers. You will need Adobe Acrobat Reader to view these files.

- **OnBase**
  OnBase is an enterprise system that combines document imaging with electronic document management tools to capture, preserve, and deliver documents in digital form. This folder contains links to the online training content.
Purchasing – things to know….

- **ALL** purchases are subject the Texas *Public Information Act/Freedom of Information Act* and can be viewed by the general public (*including vendors and the media*) upon request.

- UTD transactions are subject to audit by our own Internal Audit department, the UT system, State of Texas and Federal auditors.

- State & Federal laws require us to extend a *good faith effort* to women and minority-owned business when purchasing goods and services for UTD.
Purchasing – more things to know….

• Very few UT Dallas employees are authorized to sign contracts or agreements on behalf of the University. The following link reflects the delegations:

  http://www.utsystem.edu/ogc/docs/delegation/UTD.pdf

• UTD purchases in the state of Texas are sales tax exempt. Our Federal ID number is

  75-1305566

• A business ‘exemption’ card is available through the One Card team.
Purchasing Questions?

UT Dallas Procurement

purchasing@utdallas.edu or x2300
Authorization for Professional Services (AFPS)

- When is it used
- Why is it used
- Who is an independent contractor
- Forms location

NEW!! Electronic AFPS Forms are coming....
AFPS (AUTHORIZATION FOR PROFESSIONAL SERVICES)

• **When is it used?** To document an agreement to pay for services and reimbursement of expenses in exchange for a service provided by an individual or independent contractor that is not an employee of the university.

• **Why?** Fees paid to independent contractors are reportable income to the recipient. All fees paid to outside contractors equaling $600 or more in a calendar year will be reported to the individual and the IRS on a 1099 MISC form.
AFPS (AUTHORIZATION FOR PROFESSIONAL SERVICES) (continued)

Who is an Independent Contractor?

- Not a UTD employee
- Not supervised or controlled by a UTD employee
- Does not receive UTD benefits
- Examples could include guest speakers, lecturers, visiting researchers, consultants, and other professionals such as editors, research subjects, performers, coaches, referees, photographers, etc.
Which form do I use?

**UT Dallas > Procurement > Forms > Accounts Payable**

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<td>Authorization for Professional Services (AFPS)-Business and Travel Expense Only</td>
<td>This form should be used by requesting departments to reimburse contracted professionals for travel expenses. Receipts are required.</td>
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Who do I mail the AFPS forms to?

accountspayable@utdallas.edu
Desktop Receiving – what is it?

- Entering a ‘receipt’ in eProcurement when the goods have been received, or the services have been completed.
Desktop Receiving – (cont.)

Cost receipt – when services have been completed

![Image of desktop receiving interface]
Desktop Receiving – (cont.)

**Quantity receipt** – when *goods* have been received

<table>
<thead>
<tr>
<th>Receipt Lines</th>
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<tbody>
<tr>
<td><strong>Line Details</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO No.</th>
<th>PO Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Qty/UOM ordered</th>
<th>Previous Receipts</th>
<th>Quantity</th>
<th>Add to Inventory</th>
<th>Line Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>503141</td>
<td>1</td>
<td>VCTNR PILS HMGROD LV 2M1 100/PX (Please see the attachment for the quotation)</td>
<td>02 687 98</td>
<td>1.1/EA</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

**Contract No.:** 

**Flex Field 2:**

**Attachments:**

**Notes:**

1000 characters remaining

- Expand
- Clear

For Selected Lines: Remove Selected

Actions:

- Received
- Remove Line
- Receive & Return
Got a New Vendor?

- Direct Deposit is requested for all new vendors

- To expedite processing of a new vendor
  - Send **New Vendor Set-Up** form with AFPS documentation, if required
  - Could be up to one week delay if we do not receive Direct Deposit information OR send appropriate contact information….

  [vendors@utdallas.edu]