Procurement Overview

Training
September 2015

Presented By
Procurement Management
Overview

• Procurement Management Website
• Ask YODA *(Frequently Asked Questions)*
• Travel
• Purchasing
• AFPS *(Authorization for Professional Services)*
Procurement Website .... Homepage

Departments
- Accounts Payable
- HUB Program
- Purchasing
- One Card
- Travel Management

Contact Us
(972) 883-2300
Email Us
Location: AD 3.418
Hours: 8 a.m.-5 p.m. Mon-Fri

Can't find what you're looking for? ask YODA

Announcements

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

Fall Schedule Training Available
Location: AD - Lone Star Conference Room [3.104]
Topics and Dates
- Procurement Overview: Nov 19th, 10am-11:30am
- Travel Overview: Dec 3rd, 10am-11:30am
Website .... Departments

**Accounts Payable**
Receives, reconciles and processes invoices for payment, as well as any non-travel payment or reimbursement requests.

**Historically Underutilized Business (HUB) Program**
A HUB is a business in which at least 51 percent of the business is owned, operated and controlled by one or more minorities who are economically disadvantaged and who have been historically underutilized because of their identification as members of a minority group. The principal place of business where the majority HUB owner(s) makes the decisions, controls the daily operations of the organization and participates in the business must be located in Texas. The qualifying owners must be residents of the State of Texas.

**Purchasing**
Oversees all purchases of goods and services made by the University, either directly or via the delegated purchasing methods.

**Travel and Expense Administration**
Specifically oversees and processes all transactions conducted via the University’s One Card program. Does not actually make travel arrangements, but receives and processes all travel-related paperwork and payment/reimbursement requests.
Website .... Forms

Forms

Departmental Forms

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

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization for Professional Services (AFPS)</td>
<td>This form should be used by requesting departments to receive approval for contracted professional services.</td>
</tr>
<tr>
<td>Authorization for Professional Services (AFPS) for Payments Less than $600</td>
<td>This form should be used by requesting departments to receive approval for contracted professional services that will less than $600 each calendar year.</td>
</tr>
<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 Entertainment and Official Occasions Policy 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

**Purchasing**

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<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</td>
</tr>
<tr>
<td></td>
<td>company or contractor doing work on the UT Dallas campus. See this</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>peoplesoft.</td>
</tr>
<tr>
<td>Emergency or Sole Source Justification</td>
<td>State of Texas law and UT Dallas policy required competitive bidding for</td>
</tr>
<tr>
<td>Form</td>
<td>procurements over $10,000 unless it qualifies as an Emergency of Sole</td>
</tr>
<tr>
<td></td>
<td>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>
</table>

**One Card**

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispute Form</td>
<td>If a cardholder finds an incorrect or unrecognizable transaction and a</td>
</tr>
<tr>
<td></td>
<td>resolution cannot be handled with the vendor, please complete this form</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>reports.</td>
</tr>
</tbody>
</table>
Website .... more forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 are eligible for direct billing.</td>
</tr>
</tbody>
</table>
and...... more forms!

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reference Sheet</td>
<td>Local hotel information including direct bill capability, special rates, and contact information.</td>
</tr>
<tr>
<td>Hotel Tax Exemption Certificate</td>
<td>Complete this form and give to your hotel to claim State of Texas tax exemption.</td>
</tr>
<tr>
<td>Hotel Tax Exemption Proof</td>
<td>A supplementary form to accompany the Hotel Sales Tax Exemption Certificate.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Adult Travelers (Domestic)</td>
<td>Must be completed by any student over the age of 18 traveling to a domestic destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release form for Adult Travelers (Foreign)</td>
<td>Must be completed by any student over the age of 18 traveling to a foreign destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Minor Travelers (Domestic)</td>
<td>Must be completed by any student minors under the age of 18 traveling to a domestic destination on behalf of the university.</td>
</tr>
<tr>
<td>Indemnification/Release Form for Minor Travelers (Foreign)</td>
<td>Must be completed by any student minors under the age of 18 traveling to a foreign destination on behalf of the university.</td>
</tr>
<tr>
<td>Lost or Non Itemized Receipt</td>
<td>To be submitted in lieu of missing receipt with a reimbursement request.</td>
</tr>
<tr>
<td>Medical Information/Release Form for Adult Travelers</td>
<td>Must be completed by any student over the age of 18 prior to travel.</td>
</tr>
<tr>
<td>Medical Information/Release Form for Minor Travelers</td>
<td>Must be completed by any student under the age of 18 prior to travel.</td>
</tr>
<tr>
<td>Quick Guide for Booking Guest Travel in Concur</td>
<td>This guide takes the travel arranger through the steps to book guest travel in Concur...</td>
</tr>
<tr>
<td>Quick Guide on Booking Travel in Concur</td>
<td>This guide takes you step-by-step through booking travel on Concur (for yourself or another UT Dallas employee).</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

#### Training Calendar

Class Registration

#### Purchasing

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>Procurement Guidelines</td>
<td>A quick reference document on how to purchase at UT Dallas.</td>
</tr>
<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, Requesters or Approvers.</td>
</tr>
<tr>
<td>Purchasing Quick Guides (eLearning)</td>
<td>Access the training for greater detail for guides and quick references guides for eProcurement. Topics include: eProcurement for Shoppers, Requesters or Approvers.</td>
</tr>
</tbody>
</table>

#### One Card

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>
Contact Us

**Department Email Addresses**
The following email addresses are distributed to everyone in the particular department and are monitored by the Assistant Vice President for Procurement Management. Use these email addresses when your usual contact person is away or when you are unsure who can address your particular concern.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Bulletin Board Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eprocurement Help Desk</td>
<td><a href="mailto:eprocurementhelpdesk@utdallas.edu">eprocurementhelpdesk@utdallas.edu</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td><a href="mailto:accountspayable@utdallas.edu">accountspayable@utdallas.edu</a></td>
</tr>
<tr>
<td>Purchasing</td>
<td><a href="mailto:purchasing@utdallas.edu">purchasing@utdallas.edu</a></td>
</tr>
<tr>
<td>One Card</td>
<td><a href="mailto:onecard@utdallas.edu">onecard@utdallas.edu</a></td>
</tr>
<tr>
<td>Travel Management</td>
<td><a href="mailto:travel@utdallas.edu">travel@utdallas.edu</a></td>
</tr>
</tbody>
</table>

Phone: (972) 883-2300  
Fax: (972) 883-2348  
Hours: 8 a.m. - 5 p.m. Monday - Friday  
Location:  
AD 3.418 - Procurement Front Desk, Accounts Payable, Travel Management, and Purchasing Card  
AD 3.414 - Purchasing

**Procurement Management Staff Listing**

- Administration
- Accounts Payable
Contact Us….

http://www.utdallas.edu/procurement/contact/

accountspayable@utdallas.edu

purchasing@utdallas.edu

onecard@utdallas.edu

travel@utdallas.edu

AFPS@utdallas.edu

evendors@utdallas.edu
Frequently Asked Questions
Ask YODA

Departments
- Accounts Payable
- HUB Program
- Purchasing
- One Card
- Travel Management

Contact Us
- (972) 883-2300
- Email Us
- Location: AD 3.418
- Hours: 8 a.m.–5 p.m. Mon–Fri

Can't find what you're looking for?
askYODA your online data assistant

Announcements

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

Fall Schedule Training Available
Location: AD - Lone Star Conference Room [3.104]

Topics and Dates
- Procurement Overview
  - Nov 19th
  - 10am-11:30am
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>
<tbody>
<tr>
<td>Concur</td>
<td>Online booking tool for business travel: <a href="http://www.concursolutions.com">www.concursolutions.com</a> For University Employees and Guests* *Guests cannot create accounts, but travel coordinators can make the arrangement via Concur</td>
</tr>
<tr>
<td>Corporate Travel Planners (CTP)</td>
<td>8:00AM – 6:30PM Monday-Friday 1-866-366-1142 (toll-free) or 210-366-1142 <a href="mailto:utdal@ctp-travel.com">utdal@ctp-travel.com</a> 1-800-441-6512** **After-hours number to be used only in case of emergencies; VIT Code: S2P2A</td>
</tr>
</tbody>
</table>
Concur Quick Guides

http://www.utdallas.edu/procurement/Training

- Quick Guide on Creating a Concur Travel Profile
- Quick Guide on Booking Travel in Concur
- Travel Tip Sheet for Non-Employees
- Travel Tip Sheet for Travel Coordinators
- Travel Checklist for the Traveler
- Travel Checklist for Booking Guest Travel in Concur
Travel Reimbursement
What does it cover? (if not direct billed)

- Airfare (normally direct billed by Travel Agents)
- Lodging (based on actual expense up to 150% of allowance)*
- Meals (based on actual expense up to the allowed rate, not a flat rate)
- Car Rental (compact to full size)

*Exceptions must be approved by Supervisor, and Pete Bond (AVP) or Debbie Reynolds
Travel Reimbursement (cont.)

- Conference Registration Fees
- Fares, Public Transportation
- Parking
- Other Travel Expenses including fees, business calls, hotel taxes (except Tx occupancy), etc.
Travel Reimbursement (cont.)

How the department can help

• Tape receipts to an 8.5 X 11” page
• When taping receipts, please do not place the tape over the dollar amounts or dates, nor highlight
• Please do not attach approved travel authorization to front of travel voucher
• Include pre-approval for using non-UTD travel agencies
Travel Reimbursement (cont.)

How the department can help

• Attach conversion sheets for foreign receipts. Use this website to make this conversion:

• Please make sure travel voucher is signed by the traveler (not by a designee) and approved by supervisor/Dean
Top 10 Reasons for Travel Voucher Errors

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

*Remember Budget tolerance is 0% in FY15*
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)
## One Card = Travel + Purchasing

<table>
<thead>
<tr>
<th>Purchasing Card</th>
<th>Travel Card</th>
<th>One Card</th>
</tr>
</thead>
</table>
| • Used to procure small dollar goods and services related to one's role with the University  
  • Receipts kept at the departmental level  
  • Exempt from state sales tax (Texas Only)  
  • Travel & related transactions not allowed  
  • Business entertainment related charges not allowed | • Used for payment of authorized travel & related expenditures  
  • Receipts sent in with Cardholder Activity Report (CAR)  
  • Exempt from hotel occupancy tax (Texas Only)  
  • Business entertainment and/or payment of another person's travel & related expenditures not allowed  
  • Generally not allowed for general purchasing unless approved by AVP of Procurement | • Used for procuring supplies, payment of business services and covering business related travel expenditures.  
  • Receipts related to meal per diem while in travel status kept at department level (Only Sent to Procurement if over Per Diem rate).  
  • Receipts for Auto Rental, Taxi/Parking/Shuttle, Lodging and Business Entertainment are sent to Procurement Management With Cardholder Activity Report (CAR) |
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.utsdallas.edu/encryption/
Laptop information here: http://www.utdallas.edu/infosec/Encryption2.html

Have a Procurement Question? askYODA

HELPFUL LINKS:
* Open Encumbrances Inquiry
* TERA Catalog supporting people with disabilities
* Shipping / ordering something large? Check here!
* UT Dallas Procurement Management Web Site
* 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)
- BOOKS, E&I
- HI-Ed, UTD Technology store
- TODAY’S
  OFFICE MAX, UT Supply Chain
- STAPLES
  Industries NIPA
- Impressions Marketing Showcase
- Furniture TCPN McKinney Office
- COMPUTERS, UT Supply Chain
- Promotional Items, Punch-Out
eProcurement – Catalogs
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, and 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.
### My Galaxy Training

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.

#### eProcurement Guides

<table>
<thead>
<tr>
<th>Title</th>
<th>Source</th>
<th>Modified</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance Search Tool Quick Guide</td>
<td>Alex Nestor</td>
<td>06/26/13</td>
<td>This quick guide explains the steps used to view the details of a Purchase Order (PO) including the original encumbrance, amount vouched and remain encumbrance amounts.</td>
</tr>
<tr>
<td>Quick Reference Guide - eProcurement</td>
<td>Alex Nestor</td>
<td>06/26/13</td>
<td>This job aid outlines steps used when approving a cart in eProcurement. Warning: You need Adobe Acrobat Reader in order to view this file.</td>
</tr>
<tr>
<td>Quick Reference Guide - eProcurement</td>
<td>Alex Nestor</td>
<td>06/26/13</td>
<td>This is a pdf of the main steps used when submitting a cart for approval.</td>
</tr>
<tr>
<td>Quick Reference Guide - eProcurement</td>
<td>Alex Nestor</td>
<td>06/26/13</td>
<td>This job aid illustrating the steps used to use the shopping features on the eProcurement Site. Warning: You need Adobe Acrobat Reader in order to view this file.</td>
</tr>
<tr>
<td>Training Guide - EShip Global</td>
<td>Alex Nestor</td>
<td>06/26/13</td>
<td>EshipGlobal is UTD's preferred method for obtaining express shipping labels. The portal allows you to compare prices between the vendors that serve this area and get the best prices for you shipping needs. It also allows you to print shipping labels and drop-offs can be made at Central Receiving. If you have been using EshipGlobal, please note that you will need to use your PeopleSoft Cost Centers. New users can get access by contacting Mr. Jerry Porter at <a href="mailto:jporter@utdallas.edu">jporter@utdallas.edu</a> or 2427.</td>
</tr>
</tbody>
</table>
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
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**

#### Forms

**Departmental Forms**

#### Accounts Payable

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization for Professional Services (AFPS)</td>
<td>This form should be used by requesting departments to receive approval for contracted professional services.</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Authorization for Professional Services (AFPS) for Payments Less than $600</td>
<td>This form should be used by requesting departments to receive approval for contracted professional services that will less than $600 each calendar year.</td>
</tr>
</tbody>
</table>
Who do I mail the AFPS forms to?

AFPS@utdallas.edu
Or Julie Kinkade, AD34
X4262
Questions or Additional Comments?

Thank you for coming!