

Submitting Chartfield for Payment for UFIT Academic Technology Request using the Internal Service Provider (ISP) Form in the myUF Marketplace

This form should be utilized to provide UFIT Billing with the necessary Chartfield information to process payment for UFIT-Academic Technology (-A) services only.

ISP POs **do not** encumber funds in PeopleSoft.

An email will be sent from the UFIT Business Center with details of the UFIT AT service that was requested and will include the UFIT customer number (-A), expense account code(s), amount(s), and work order number that must be included on the form(s).

Steps for Submitting the Form and Requisition

1. Access my UFMarketplace: <http://my.ufl.edu> and log-in with your Gatorlink username and password, and navigate to:

Menu > My Self Service > myUF Marketplace

2. Select the Shopping Cart icon in left menu bar and then select Forms

The screenshot displays the myUF Marketplace web application. On the left, a vertical blue navigation bar contains several icons, with the Shopping Cart icon highlighted by a red square. The main content area shows the 'Home' page with a search bar and navigation links. The 'Forms' link in the top navigation bar is highlighted with a yellow square. Below the navigation bar, there is a 'Welcome to myUF Marketplace!' message and a 'FISCAL YEAR END DEADLINE' notice. The 'Forms' section is visible, listing several form types: Service Requisition Form, Enabled Vendor Quote Form, Agreement Intake Form for Department For Agreement Review Only, Confirmation Purchase Request Form, and Amount Only Request for Goods. The 'Laboratory Supplies/Research/Clinical' section is also visible below the forms.

3. Navigate to the forms Shared > Organization Forms > UFIT Services

The screenshot shows the myUF marketplace interface. On the left, a navigation sidebar is visible with icons for Home, Shopping, and various services. The 'Shared' section is expanded, showing 'Organization Forms' and 'UFIT Services' highlighted with red boxes. The main content area displays a list of forms under the heading 'UFIT Services'. The first form, 'UFIT Academic Technology Chartfield Submission Form', is highlighted with a red box. The table below lists the forms:

Form Name	Source	Price	Actions
UFIT Academic Technology Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Computing or Network Services or Enterprise Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Research Computing Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Telecommunications Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy

4. Select the UFIT Academic Technology Chartfield Submission Form link or the View Form button

This screenshot is similar to the previous one, but the 'UFIT Academic Technology Chartfield Submission Form' row in the table is highlighted with a red box, indicating the selection step. The 'View Form' button for this form is also highlighted.

Form Name	Source	Price	Actions
UFIT Academic Technology Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Computing or Network Services or Enterprise Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Research Computing Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy
UFIT Telecommunications Chartfield Submission Form	from University of Florida	0.00 USD	View Form, Copy

5. **Complete Form Fields** (see completed example below)

- **Description** – Enter a short description of the purchase in this field
- **Type of Service** - Choose the required service and corresponding expense account code (This is provided in the UFIT PO request email.)

Please select...

AV Design and Installations LABOR - 719300

AV Design and Installations MATERIALS - 731800

AV Design and Installations RENTAL - 714100

CITT Video Productions - 719300

Instructional Design - 719300

Printing - 793100

Scanning - 731100

Software - 734200

Support Services LABOR - 719300

Support Services MATERIALS - 734800

Support Services SOFTWARE - 734200

Video and Collaboration Services - 719300

Web Design - 719300

- **Total Amount of Order** - Total amount (If splitting the sum, all line amounts combined should equal the entire work order total)
- **Commodity Code** – 81110000-Computer Services (**only use this code**)
- **Customer Academic Technology Number (Required)** - Enter your 8-digit UFIT AT Customer Number including the -A (XXXXXXXX-A). (This is provided in the UFIT PO request email.)
- **Work Order Number (Required)** – Enter the Work order number (This is provided in the UFIT PO request email.)

Example of Completed Form

UFIT Academic Technology Chartfield Submission Form ⓘ

Supplier Info


UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

Utilized to provide UFIT Billing with necessary Chartfield information to bill for services rendered. These services include UFIT Academic Technology Services.

Please select the type of service and enter a short description in the field provided.

Enter your UFIT Academic Technology Customer Number in the bottom portion of the screen from the email about your work order you should have received from UF IT Academic Technologies. This is a required field.

Split Chartfields (Optional) - In order for split ChartFields to process, separate line items within the same PO are required. This dictates that a new UFIT Academic Technology Request Form be submitted to represent each line of the split. Enter the exact amount of the split allocation for the line that each form represents. Once all forms have been submitted, each line should be edited to update any other ChartField fields as needed. Do not use the 'Add Split' function. *Form Revised March 7, 2024*

NOTE: *Creating a one line item PO with a split charge will NOT process correctly.*

Supplier ★ University of Florida

Fulfillment Address **Office of Academic Technology**
Office of Academic Technology
IT Business Center
Gainesville, Florida 32611-2099 United States

Order Information ⓘ

Description ★
225 characters remaining [expand](#) | [clear](#)

Type of Service: ★ ▼

Total Amount of Order ★ ←

Please use Commodity Code 81110000 - Computer Services in the field below.

Commodity Code ★ × 🔍

Enter the amount for this account code/chartfield line in the PO (all PO line amounts combined should total the full amount of the work order)

UFIT Customer ID Number ⓘ

Customer Academic Technology Number (Required): ★

UFIT Work Order Number ⓘ

Work Order Number (Required):

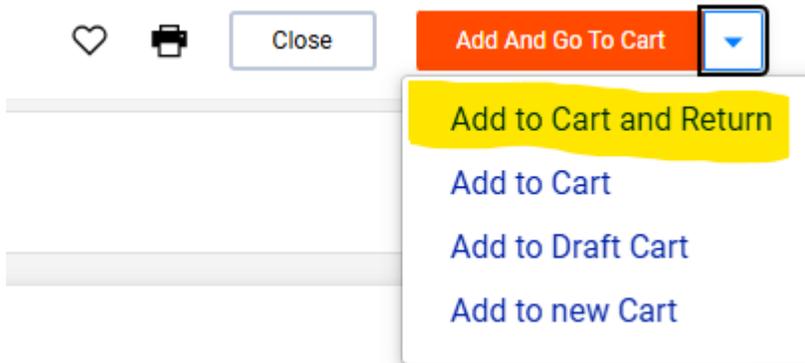
6. Add the completed form(s) to the Cart

If the work order has only one expense account code AND a single chartfield string is being used for payment, select the **“ADD and GO TO CART”** feature in the upper right corner of the screen.



OR

If the work order includes charges related to more than one expense account code or multiple (split) chartfields will be used for a single expense account code, additional forms must be submitted for each line (under the same requisition) by choosing the **“ADD to CART AND RETURN”** feature from the drop-down menu in the upper right corner of the screen.



Submit any additional forms as needed to match each service and corresponding expense account code and/or chartfield split to match the UFIT PO request e-mail. This will create a separate line for each form on the PO.

After all form(s) are submitted, select the **“ADD and GO TO CART”** feature from the drop-down menu in the upper right corner of the screen.



7. Proceed to checkout in the myUF Marketplace

Select “**PROCEED TO CHECKOUT,**” in the upper right corner of the screen and then complete the Chartfield section.



8. Complete the Chartfield section of the requisition **Please do not change the default supplier address**

If the purchase includes only one expense account code, please make sure the account code entered in the chartfield string section below matches the account code in the corresponding form.

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	CRRNT Current	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
✖ Required														

OR

If the purchase includes multiple expense account codes, please use the pencil icon  on each line to update the account code to match the account code in the corresponding form. If you click the item description it will allow you to review the form if needed

9. Complete the remainder of the requisition process in the myUF Marketplace

- Follow up with your approver to make sure the requisition was approved, and a PO number was generated. These PO numbers will have the prefix **FYOAT**.
- Until the purchase order has been approved, we will not be able to close the work order and generate an invoice and process payment for the charge.
- If the form(s) are not submitted correctly, a replacement PO will be requested by the UFIT Business Center via e-mail.

If you have any questions, please e-mail the UFIT Billing Team at it-bc-ufitbill@mail.ufl.edu.