Shopping using a UFIT Academic Technology Request Internal Service Provider (ISP) Form in myUFMarket

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

The AT PO submittal process varies from other UFIT provided services (such as Telecom, Computing, etc.) in that there are typically no monthly recurring charges. Most charges are one-time and are billed at the time the customer requests the service. This is why we ask that a PO be submitted prior to the invoice being generated. If Chartfields are set up prior to billing, the journal payments can be processed simultaneously and journal detail information can be displayed on the invoice.

THINGS TO KNOW BEFORE YOU BEGIN:

- **AT Accounting Expense Subcode & Budget Availability:**
  
  ✓ You should receive an email from the UFIT Business Center confirming the customer number, purchase types and suggested account codes to use, and work order number that should be used.
  
  ✓ Please make sure that budget is available in the correct budget account for processing.

**LIST OF SUGGESTED ACADEMIC TECHNOLOGY ACCOUNT CODES:**

- 719300 - AV Design and Installation
- 731800 - AV Design and Installation MATERIALS
- 792200 - AV Design and Installations RENTAL
- 719300 - Media Event Support
- 719300 - Web Design

- **Multiple AT Requests Billing to Same Customer Number:** To differentiate between any multiple service requests/purchases billing under the same customer number, each new request is assigned a unique work order number and **must be included on the form.**

- **AT Chartfields are One-Time Use:** Many of the AT services are grant funded and Chartfields often change with each new service request. **Chartfields submitted through AT POs are single-use and are inactivated after each billing cycle.** However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use the same chartfields again, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation of the PO (include your Academic Technology customer name and number, PO number, work order number (if applicable), and chartfields in your request).

**TO SET UP THE ACADEMIC TECHNOLOGY PO:**

☐ Access myUFMarket: [http://my.ufl.edu](http://my.ufl.edu) and log-in with your Gatorlink username and password, and navigate by:

☐ Click Main Menu > My Self Service > myUFMarket
Click on the Shopping Cart icon in left menu bar > View Forms

Click > Shared > Organization Forms > UF Internal Service Provider Forms > UFIT Services (was CNS)
Click the UFIT Academic Technology Request Form link OR the View Form button

IF YOU ARE SPLITTING THE PAYMENT BETWEEN MULTIPLE CHARTFIELDS, YOU MUST FOLLOW SPECIAL INSTRUCTIONS-SKIP TO PAGE 6 NOW.

IF YOU ARE USING A SINGLE CHARTFIELD FOR PAYMENT CONTINUE HERE:

Complete Form Sections

Order Information

- **Description** - Enter the 8-digit customer number (including the -A), and a short description of the services in this field

- **Choose a Type of Purchase:**
  - 719300 - AV Design and Installation
  - 731800 - AV Design and Installation MATERIALS
  - 792200 - AV Design and Installations RENTAL
  - 719300 - Media Event Support
  - 719300 - Web Design
  - Please make sure that budget is available in the correct budget account for processing.

- **Estimated Cost (not to exceed)** – Total amount of services requested (This amount is provided in the UFIT Billing PO request email.)

- **Commodity Code** – 81110000-Computer Services

UFIT Customer ID Number

- **Customer ID Number (required)**
  Enter your 8-digit UFIT AT Customer Number (including the -A).

UFIT Work Order Number
• **Work Order Number** – Enter the work order number here. (This amount is provided in the UFIT Billing PO request email.)

<table>
<thead>
<tr>
<th>UFIT Academic Technology Form</th>
</tr>
</thead>
</table>

**Supplier Info**

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 UFIT 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 July 2, 2018*

**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, FL 32611-2099 US

<table>
<thead>
<tr>
<th>Order Information</th>
</tr>
</thead>
</table>

**Description**
Brief description of purchase here

220 characters remaining expand | clear

**Type of Service:**
Please select...

**Total Amount of Order**
XXX.xx

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

**Commodity Code**
81110000

**UFIT Customer ID Number**

**Customer Academic Technology Number**
(Required):
XXX

**UFIT Work Order Number**

**Work Order Number**
(Required):
XXX
If the purchase included only ONE expense account subcode, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

If the purchase included MULTIPLE expense account subcodes, a separate form must be submitted for each under the same Requisition/PO by choosing the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen.

Submit additional forms as needed for each type of purchase:
- 719300 - AV Design and Installation
  - 731800 - AV Design and Installation MATERIALS
  - 792200 - AV Design and Installations RENTAL
  - 719300 - Media Event Support
  - 719300 - Web Design

Once all forms are completed, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

After “Proceeding to Checkout,” you must complete the Chartfield section.

**DO NOT CHANGE THE DEFAULT SUPPLIER ADDRESS**

If the purchase includes only ONE expense account subcode, please make sure the Account Code in the Chartfield header matches what was selected on the form:
- 719300 - AV Design and Installation
- 731800 - AV Design and Installation MATERIALS
- 792200 - AV Design and Installations RENTAL
- 719300 - Media Event Support
- 719300 - Web Design

If the purchase includes MULTIPLE expense account subcodes, please leave the account code in the chartfield Header blank and use the "Edit" button on each line to update the account codes to match the type of purchase referenced on the form for that line.
Complete the remainder of the submittal process as usual. Please follow up with your approver to make sure the requisition was approved and a PO number assigned. These PO numbers will have the prefix OAT.

**NOTE:** At this time, all Academic Technology POs are set up for one-time use. The POs are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use an chartfield previously submitted, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation (include your AT customer name and number, PO number, work order number (if applicable), and chartfields in your request.

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

**SPLIT CHARTFIELD PAYMENT INSTRUCTIONS**

In order for AT split chartfields to process correctly, multiple form submittals within the same PO are required at this time. Each form added will represent one line of the split.

A single line with a split charge will NOT process correctly.

Submit a separate form for each line of split

Order Information

- **Description** - Enter the 8-digit customer number *(including the –A)*, and a short description of the services in this field

- **Choose a Type of Purchase:**
  - 719300 - AV Design and Installation
  - 731800 - AV Design and Installation MATERIALS
  - 792200 - AV Design and Installations RENTAL
  - 719300 - Media Event Support
  - 719300 - Web Design
  - Please make sure that budget is available in the correct budget account for processing.

- **Estimated Cost (not to exceed)** – Enter the exact amount of the split allocation for the line that this form represents (see example images below)

- **Commodity Code** – 81110000-Computer Service

**UFIT Customer ID Number**

- **Customer ID Number (required)**
  Enter your 8-digit UFIT Academic Technology Customer Number (including the –A).

**UFIT Work Order Number**

- **Work Order Number** – Enter the work order number here. (This amount is provided in the UFIT Billing PO request email.)
EXAMPLE: ACCOUNT CODE 719300
$750.00 TOTAL 3-LINE SPLIT ($500 + $200 + $50 = $750)

EXAMPLE FORM #1 (LINE 1 OF SPLIT)

- Click the “Add to Cart and Return” feature from the drop down menu in the upper-right corner of the screen and click Go.

EXAMPLE FORM #2 (LINE 2 OF SPLIT)
To continue submitting additional forms, click the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen and click Go.

EXAMPLE FORM #3 (LINE 3 OF SPLIT)

If the purchase includes MULTIPLE expense account subcodes, you must submit additional forms for each type and follow the same steps for any splits. Add a single form for an additional accounting code when no split is needed.

Once the number of forms submitted matches the number of account code purchases and splits desired, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

After “Proceeding to Checkout,”
**DO NOT CHANGE THE DEFAULT SUPPLIER ADDRESS**
use the “Edit” button on the right to enter the corresponding Chartfields for each line. DO NOT USE THE “ADD-SPLIT” OPTION IN THIS SCREEN OR IT WILL NOT PROCESS CORRECTLY. Please make sure the Account Code for each line coincides with the appropriate purchase type selected in the form:

- 719300 - AV Design and Installation
- 731800 - AV Design and Installation MATERIALS
- 792200 - AV Design and Installations RENTAL
- 719300 - Media Event Support
- 719300 - Web Design
Complete the remainder of the submittal process as usual. Please follow up with your approver to make sure the requisition was approved and a PO number assigned. These PO numbers will have the prefix OAT.

**NOTE: At this time, all Academic Technology POs are set up for one-time use. The POs are inactivated after each billing cycle. However, if new services are invoiced under the SAME CUSTOMER NUMBER and you would like to use a chartfield previously submitted, you can send an e-mail to: it-bc-ufitbill@mail.ufl.edu requesting reactivation (include your AT customer name and number, PO number, work order number (if applicable), and chartfields in your request.

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