Procurement and Travel Services

Reference Manual

Arkansas Tech University

Procurement Fundamentals

purchasing@atu.edu or 479-964-0583 ext. 3554

www.atu.edu/purchasing

- Contact Procurement in the beginning of the process.
- Enter a requisition as soon as possible.
- You must have a PO or PCard with adequate limits in hand prior to complete a purchase. Remember: Purchasing places orders with vendors on PO.
- ATU operates under AR procurement law, let us help you navigate these requirements.
- Don't sign a contract or agreement-only a hand full of positions have this authority.
- Check out the website for updated information and resources.
- Enter information clearly and concisely on requisitions.
- Send signed departmental PO to Accounts Payable **after** items are received.
- Reach out with any questions or concerns.

Don't commit to buying anything unless you have a PO or PCard with adequate limits in hand.

Don't sign any agreements or contracts.

These rules are for your protection!

Instructions for common procurement and travel processes.

Purchasing office supplies

Office supplies must be purchased using **your PCard from Staples or Amazon Business**. Your Pcard is linked to the discounts associated with the Staples Advantage program.

1. Log into Staples Advantage or Amazon Business.
2. Select the items you need to purchase.
3. Purchase using your Pcard.
4. Retain the receipt for Pcard log submission. Three-hole punch and place in binder.
5. Update your Pcard log with total purchase amount.
6. *Create separate orders for ink or toner and other office supplies. This makes entering the purchases on your log easier as ink/toner are in account code 703985 and other office supplies are in 703916.*

Purchasing business cards or stationery

1. Access the ATU Print Center with Morpho Printing. http://www.atuprintcenter.com/
2. Complete your order request using the prompts.
3. Purchase using your Pcard.
4. Retain receipt for your Pcard log submission. Three-hole punch and place in binder.

Purchasing from Dell or Apple Computer

1. Access the OIS service catalog at https://support.atu.edu/support/catalog/items. Login may be required.
2. Select your desired items and submit for an e-quote request by clicking Request Now under the item(s) and Place Request.
3. Receive your E-quote from OIS.
4. Place a requisition to either Dell or Apple for the items. Include the quote number in the document text of the requisition.
5. Receive the departmental copy of the purchase order in you email inbox.
6. Order is received.
7. **After** you receive the order, send the approved departmental purchase order to Accounts Payable.
   Note: Should your Dell or Apple product availability change between the time of the quote and purchase, Procurement will close the existing requisition and notify you of the change in availability via email. You will be required to request a new quote from OIS and enter a new requisition.

Requesting an Official Function

1. Access the Official Function Request Memo here. https://www.atu.edu/travel/docs/revisedofficialfunctionform%20May%202023.pdf
2. Access a non-state form here https://www.atu.edu/travel/docs/Non%20Employee%20Form%20May%202023.pdf
3. Complete each section and acquire each signature required.
4. Submit completed Official Function Request Memo, Non-State form and original receipt to Travel Services 404 N El Paso for review.
5. Travel Services forwards each complete request to VP Admin and Finance's office for signature. Incomplete requests will be returned.
6. VPAF's office returns signed request to Travel Services.
7. Travel Services forwards to Accounts Payable for processing.
8. Reimbursement payment is issued.

Purchasing T-shirts and Embroidered Apparel

All screen printed and embroidered apparel purchases must be made from one of the following vendors and follow these steps.
BSW T01010698 501-354-1113 or bswsalescb@gmail.com (Christie Brown)
Express Press T01335346 austin@expresspress.com or bids@expresspress.com
River Valley Screenprinters T01001753 479-967-6110
Russellville Printing T01000130 479-968-2775
River Valley Specialtees-may be used for embroidery only T01254006 479-967-6150
T numbers and telephone numbers are provided for your convenience.

1. Submit your artwork for approval with MARCOMM at https://www.atu.edu/marcomm/project-requests/license-artwork.php. If you need help with a design, please contact MARCOMM via this form to discuss your project in more detail https://www.atu.edu/marcomm/project-requests/creativeother.php
2. After receiving artwork or artwork approval, contact one of the vendors listed above and obtain a quote. Remember, River Valley Specialtees may only be used for embroidery.
3. Submit a request for Controller's Office approval for all apparel that is given away as a promotional item or prize at https://www.atu.edu/purchasing/docs/Gift%20Prize%20Award%20Form%20Checklist%202023.pdf. ***This approved form must be on file in Procurement before a PO will be issued.***
4. Submit a requisition to the vendor matching the quote line for line and include the text "RFP 21-039" in the document text and use the PO included on the following page as an example of correct requisition entry. Do not include order details in the document text. Document text is for quote number and other general information only

5. Email the quote to purchasing@atu.edu,
6. Purchasing will issue a purchase order once the approved requisition arrives in our office and you will receive a departmental copy of the PO.
7. After receiving the departmental copy of the PO, send the artwork to the vendor.
8. Upon receipt of the completed apparel order, sign the departmental PO and send to Accounts Payable for payment issuance.

Arkansas Tech University
Procurement and Travel Services
Young Bldg East End
203 West O Street
Russellville, AR 72801-2222
Phone: (479) 968-0269
Fax: (479) 968-0633

PO Number:	
Issue Date:	**07/14/21**
Delivery Date:	**07/21/21**

REQ Number:

SEND INVOICES TO:

ATU ACCOUNTS PAYABLE
1505 NORTH BOULDER AVENUE
ROOM 302
RUSSELLVILLE, AR 72801-2222
FOR TRAVEL POs SEND TR-1 WITH RECEIPTS TO TRAVEL SERVICES

THE UNIVERSITY IS SUBJECT TO AR SALES TAX.
STATE OF ARKANSAS: 6.5%
CITY & COUNTY: 2.5%

Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone

FOB Destination - Prepaid

Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
	T-shirts for Orientation Leaders and Incoming Freshmen and Transfer Students. RFP-21-039			
1	OL T-Shirt 1 Bella Canvas Heather Grn S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.7600	627.84
2	OL T-shirt 1 Bella Canvas Heather Grn 2XL	10.00 EA	7.1300	71.30
3	OL T-shirt 1 Bella Canvas Heather Grn 3XL	1.00 EA	8.4700	8.47
4	OL T-shirt 1 Bella Canvas Heather Grn 4XL	1.00 EA	9.9100	9.91
5	OL T-shirt 2 Bella Canvas Forest S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.4300	591.87
6	OL T-shirt 2 Bella Canvas Forest 2XL	10.00 EA	6.8000	68.00

TOTAL:

APPROVED

DATE MDS RECD _____ FINAL ____ PARTIAL ____

DATE APPROVED _____ BY _____

DEPARTMENTAL COPY

SAMPLE

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Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone		FOB Destination - Prepaid
Meighan Burke	(479) 968-0235 ext.	Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
7	OL T-shirt 2 Bella Canvas Forest 3XL	1.00 EA	8.1400	8.14
8	OL T-shirt 2 Bella Canvas Forest 4XL	1.00 EA	9.4800	9.48
9	OL T-shirt 3 Bella Canvas Heath. Ylw Gold S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	6.0800	662.72
10	OL T-shirt 3 Bella Canvas Heath. Ylw Gold 2XL	10.00 EA	7.4500	74.50
11	OL T-shirt 3 Bella Heather Yellow Gold 3XL	1.00 EA	8.7900	8.79
12	OL T-shirt 3 Bella Heather Yellow Gold 4XL	1.00 EA	10.1300	10.13
13	Freshman T-shirt Gildan 2000 Kiwi S-XL	1,000.00 EA	2.6600	2,660.00
			TOTAL:	

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Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone

FOB Destination - Prepaid

Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
	125-S, 225-M, 325-L, 325-XL			
14	Freshman T-shirt Gildan 2000 Kiwi 2XL	125.00 EA	5.3200	665.00
15	Freshman T-shirt Gildan 2000 Kiwi 3XL	7.00 EA	6.8900	48.23
16	Freshman T-shirt Gildan 2000 Kiwi 4XL	3.00 EA	6.9900	20.97
17	Transfer T-shirt Gildan 2000 Vegas Gold S-XL 30-S, 55-M, 55-L, 30-XL	170.00 EA	2.6600	452.20
18	Transfer T-shirt Gildan 2000 Vegas Gold 2XL	25.00 EA	5.3200	133.00
19	Transfer T-shirt Gildan 2000 Vegas Gold 3XL	5.00 EA	6.8900	34.45
20	Transfer T-shirt Gildan 2000 Vegas Gold 4XL	3.00 EA	6.9900	20.97
			TOTAL TAXES:	556.72
			TOTAL:	6,742.69

VENDOR INFORMATION:
ID: T01000130
Phone: 479-968-2775
Fax: 479-968-5175

APPROVED

DATE MDS RECD _____ FINAL ____ PARTIAL ____

DATE APPROVED _____ BY _____

DEPARTMENTAL COPY

SAMPLE

Allowable and Prohibited Pcard Purchases

This list is not intended to be exhaustive of either category. Please contact Procurement with any questions. purchasing@atu.edu or 479-968-0269

Allowable

- Advertising (no contract/agreement involved)
- Conference registrations-Also allowed on the TCard
- Shipping charges-Those **not** handled by the campus post office.
- Office Supplies-Required to be purchased with Pcard.
- Subscriptions
- Educational supplies-Classrooms, labs, etc.
- Business cards-only purchased using ATUPrintCenter.com link.
- Institutional memberships
- Promotional items and prizes. **Must follow the Gift/Prize/Award process and must not be using Agency funds.** See www.atu.edu/controller for current gift/prize/award process.
- Local restaurant purchases-Must follow the local catering guidelines published at atu.edu/purchasing

Prohibited

- Personal purchases or any items not related to University business.
- Gift cards or gift certificates.
- Agency purchases
- Services such as construction, lawn care, etc.
- Appliances unless cardholder is a FAMA staff member
- ATU Foundation purchases
- Any purchase requiring an agreement, such as Terms and Conditions.
- Software licensing or upgrades such as Microsoft or Adobe.
- Maintenance and service agreements
- Printing-Wet ink on paper via a printing press. All printing must be bid via Procurement Services.
- Any items listed on a mandatory State of AR or University contract. Including but not limited to
    - Air conditioners, computers, software, cell phone, tires, bathroom tissue and paper towels, vehicles.

- Internal vendor providers
    - Facilities Management services
    - Food Services-Chartwells (all locations)
- Leased Items
    - Copiers and folding machines
    - Water coolers
    - Welding tanks
- Candles
- Capital Equipment $5,000 or greater including tax and freight.
- Cash advances
- Construction or remodeling
- Furniture
- Gifts, contributions, sponsorships, or pledges.
- Internet service or cell phone service
- Medical service
- Restaurant charge-unless within the local catering guidelines published at atu.edu/purchasing
- Space heaters
- T-Shirts
- Alcoholic beverage
- Bottled water
- Break room supplies (paper plates, cups, and cutlery)
- Candy, soft drinks, food, and coffee
- Decorative items
- E-Bay and Etsy purchases-May only be used with pre-approval from Procurement Services.
- Flowers, plants, or greeting cards. Includes sympathy cards or flowers.
- Medications-Over-the-counter and prescription
- Party or holiday decorations
- Plaques and awards.
- Supplies and food for celebrations such as birthday or retirement.
- Any travel expense aside from conference registration. (see allowable list)
- Individual Meals-Including optional add on meals to conference registrations.
- Temu and Shein purchases

PCard Checklist-Non-Agency Funds

Your log is due around the 18th of each month. Plan accordingly.

1. Work on the log throughout the month. Keep a binder with the receipts and a copy of any required gift/prize/award forms. Keep an Excel log updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit it as soon as your statement posts online.

Required: Secure a receipt at time of purchase that includes the following. Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.

- ☐ Date
- ☐ Vendor name
- ☐ Amount of charge
- ☐ Line item detail of purchased items
- ☐ Tax amount
- ☐ Shipping address for online purchases
- ☐ Form of payment-This is typically included when a credit card is used.

2. You may purchase items that belong to different account codes in separate transactions. Example: Keep all promotional items one order, and supplies items on a separate order. This will greatly simplify your log entry process.

3. Obtain an approved gift/prize/award form from the controller for all giveaways. If the prize totals over $75, have the winner complete and sign page 3 of the form and submit back to the Controller's Office. Include a copy with your Pcard log.

4. Pay attention to any fiscal year end deadlines for Pcard usage. The card is typically cut off for charges after early June until July 1.

5. Include any conference agenda with Pcard log if the log includes a registration charge.

6. If you lose a receipt, contact the vendor to obtain a duplicate.

7. Keep a copy of your log and receipts for 18 months. This can be done electronically.

8. Contact Procurement before making the purchase if you are unsure.

Pcard Log Instructions

Pcard logs are required from each cardholder each month that cardholder has a statement issued by Bank of America. The cardholder is responsible for accessing the Bank of America Global Card Access website and obtaining a copy of the current statement. The following steps must be completed to submit a log correctly.

1. Email notice that statements are due via email received from Procurement Pcard program manager, Rachel McCutcheon.
2. Retrieve your statement from Bank of America Global Card Access site.
3. Complete Excel Pcard log using the following guidelines
    a. Complete the header of the log with cardholder name, department number, last four digits of the card, and the statement date.
    b. Complete FOAP information must be entered for each line.
    c. Purchases are broken out into the appropriate account code. This means the card holder may have to enter multiple lines for one transaction on the log. For instance, if you purchase office supplies and an ink cartridge on the same transaction, you must record the office supplies into the 703916-account code and the ink cartridge into the 703985-account code. This will involve calculating the correct tax amount for each charge. It is best to put separate account code commodities on separate transactions to avoid manual calculations. Consult the index and account code list for FOAP information. Current copies of these lists are available at atu.edu/purchasing.
    d. At minimum one line must be entered on the log for each charge.
    e. Before completing your log, verify that the total on your log and the total on the statement matches. If not, find the error and correct the log.
    f. Do not change formulas on the log. There are a few simple formulas built into the spreadsheet that must be left as is. **Email a copy of your Excel log to pcard@atu.edu.**
4. Print the completed log and sign, obtain your supervisor's signature. Be sure to include your email and telephone number in the signature block.
5. Receipts must be included for each charge according to the guidelines below.
    a. Must include detailed description of purchase. A receipt with a total only does not qualify as a valid receipt. If you purchase from a vendor using a Square or similar device, you must obtain a separate detailed receipt.
    b. Receipts must include

        Date
        Amount of charge
        Line item detail of purchase
        Tax amount -If charged

Shipping address for on line purchases

Form of payment-This is typically included when a credit card is used.

6. Include pages from conference agenda indicating date and location for any registration purchased.
7. Obtain an approved gift/prize/award form from the controller for non-promotional item giveaways. If the prize totals over $75, have the winner complete and sign page 3 of the form and submit back to the Controller's Office. Include a copy with your Pcard log. See https://www.atu.edu/controller/index.php for more information on the GPA process.

Purchases made without a purchase order or Pcard (After the Fact Purchases).

After the Fact Purchase Exception Request Procedure.
It cannot be stressed enough that after the fact purchases, those made without a purchase order in place, or placed on a pcard, are to be avoided and should not occur on a regular basis. As an institution of the State of Arkansas, ATU must operate an accounting system that embraces encumbrance accounting (State of Arkansas Accounting regulation 19-4-1103). In addition, the University operates on a board approved budget that must be maintained in part by the use of encumbrances. For these reasons, all purchases must be made using an official ATU purchase order or be placed on a University pcard. Failure to do so is a violation of these regulations and results in an "after the fact" purchase. ***After the Fact Purchase Explanation form is a request for payment and may be disapproved by Finance offices and is to be done only as the exception and not as a means to circumvent the encumbrance process.***

1. Enter a requisition as soon as you learn the purchase has been made without a purchase order in place.
2. Gather information from the purchaser as to what lead to the after the fact purchase and why the order was placed without using an ATU procurement process. This is required information on the
3. Establish future action to avoid after the fact purchases in the future. This is required information on the After the Fact Purchase Explanation Form.
4. Complete After the Fact Purchase Explanation. Any missing information will result in the form being returned for completion.
5. Obtain all required signatures.
6. Email completed form with signatures to purchasing@atu.edu and acctspayable@atu.edu.
7. The completed After the Fact Purchase form must be received by Procurement and AP within two days of the approved requisition.

ATU Controller's Office is excited to introduce a simplified gift, prize, and award approval process. After careful consideration and consultation with our Executive Council, the gift prize award form is no longer required for items that meet the following guidelines

- ✓ Branded to include ATU's logo or reference to an ATU program
- ✓ Purchased to be given away to promote ATU or an ATU program

To align with the university's effort toward increased brand recognition as mentioned by Dr. Jones in the Fall 2025 Presidential update, departments are strongly encouraged to use branded items for giveaways.

Secondly, we are happy to share the new ATU dedicated site for all promotional purchases is live!
👉 ATU Promotional Products Shop is loaded with pre-approved Act 943 compliant promotional merchandise from our contracted vendor 4Imprint.

- This site is your **only** stop for ATU branded and promotional items such as pens, pennants, cups, bags and more.
- This selection of items was compiled at the request of our ATU Administration and in consultation with a group of student-focused employees.
- All promotional purchases for items other than apparel must be made through this site using a Pcard.
- See the FAQ link at the top right of the page for more information about how to shop the site.
- For all screen printed t-shirts, polos, and sweatshirts continue to use the awarded vendors listed here. An updated list of these vendors will be available in the coming weeks.

Attached is a flow chart of this updated process and ***below are a few example purchases for reference***.

Ink pens for recruiting event.
Purchase via the ATU 4Imprint site (https://shopatu.mybrightsites.com/) with pcard. Use coupon code ATU10 at checkout.
Code the purchase using account code 703926 on pcard log.

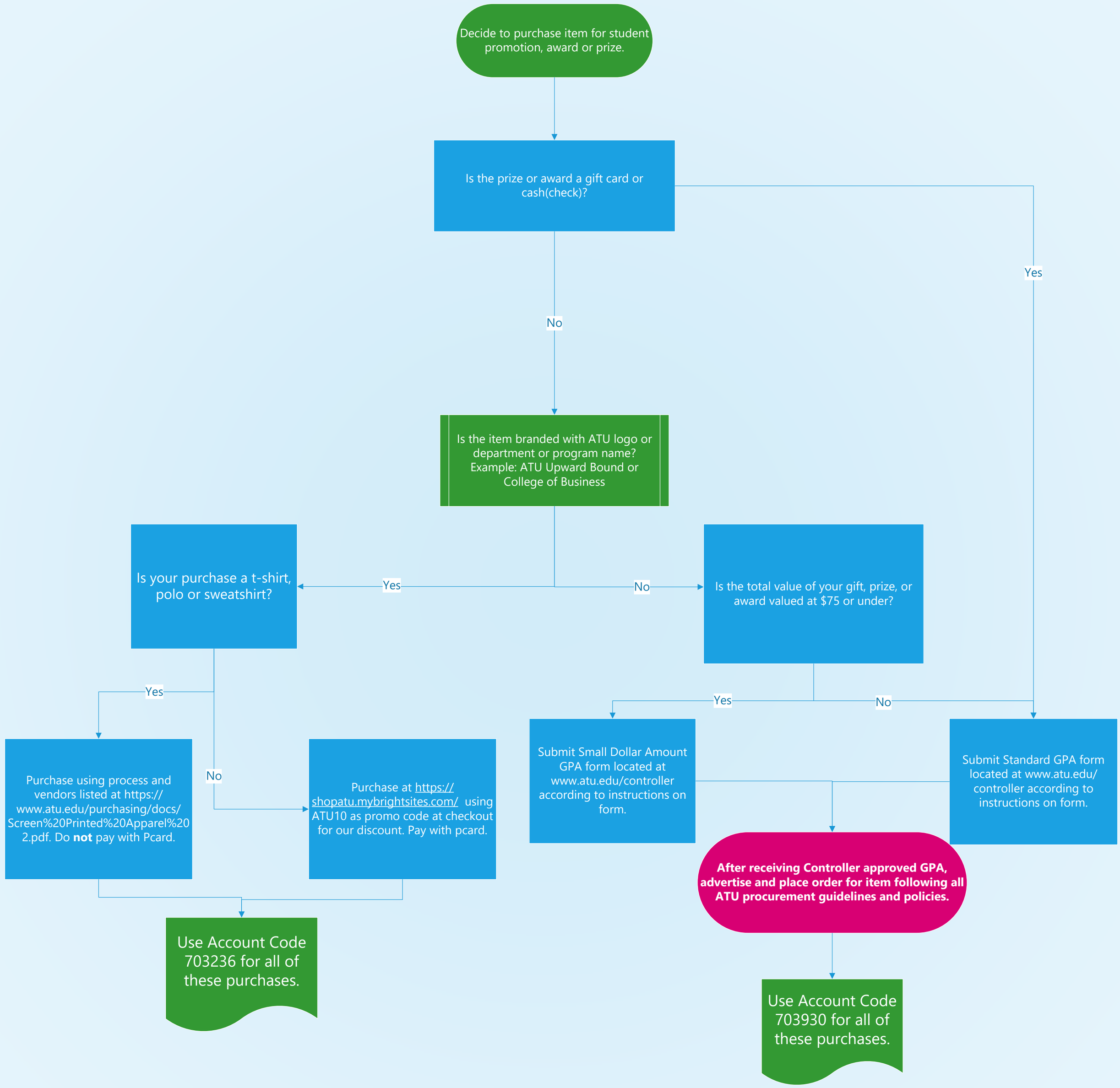
T-shirts for ATU student event to include ATU log, program name, or ATU event name
Purchase using instructions and vendors listed here on PO. Do not use Pcard for t-shirt or other shirt purchase.
Enter account code 703236 on requisition FOAP information.

Submit approved Departmental Copy of po to Accounts Payable after shirts are received.

iPad for student event door prize.
Complete and submit standard GPA form located here.
Advertise and purchase after Controller approved form is received. Follow all ATU Purchasing guidelines for Apple product purchases. Enter account code 703930 on requisition.
Upon award winner signs Reporting Form (page 3 of GPA Form).
Awarding department submits that form to Controller's Office within 5 days of award.
Submit signed Departmental copy of PO along with Controller approved GPA form to Accounts Payable for vendor payment.

Prize basket of non-branded items (if all items in basket are branded or feature ATU program info, no GPA is needed) for student competition award with combined value of less than $75.
Complete the Small Dollar GPA form.
Advertise and purchase award after receiving Controller approved form.
Purchase items on pcard using account code 703930 on pcard log when reconciling charges.
Submit copy of Controller approved GPA with pcard log.

Gift Card for student survey participation
Complete the Standard GPA form.
Advertise and purchase gift cards after receiving Controller approved from.
Gift cards cannot be purchased using pcard. Contact Procurement for information on purchasing gift cards.
Upon receipt student signs Reporting Form (page 3 of GPA Form).
Awarding department submits that form to Controller's Office within 5 days of award.

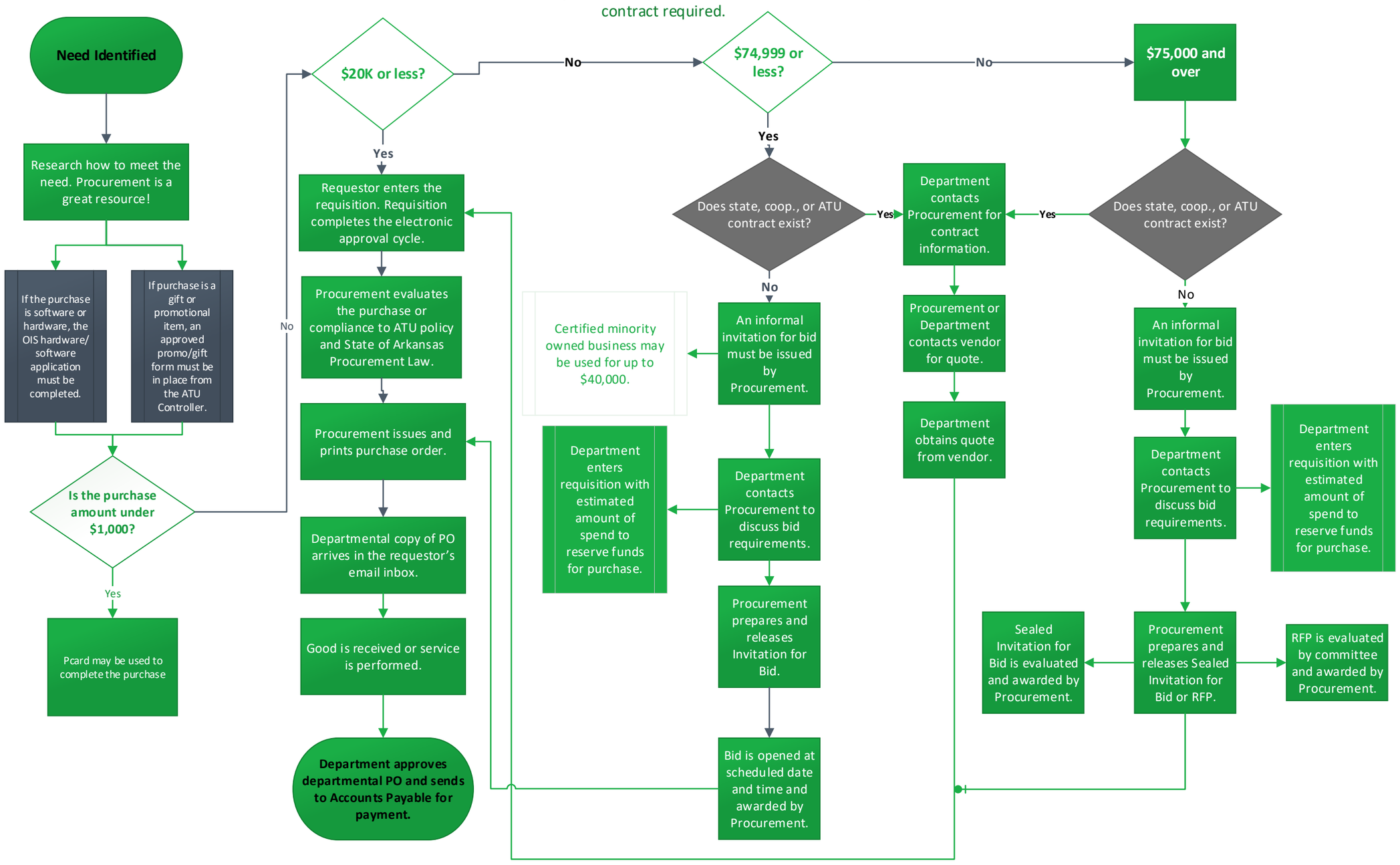

Decide to purchase item for student promotion, award or prize.
Is the prize or award a gift card or cash(check)?
Yes
No
Is the item branded with ATU logo or department or program name? Example: ATU Upward Bound or College of Business
Is your purchase a t-shirt, polo or sweatshirt?
Yes
No
Is the total value of your gift, prize, or award valued at $75 or under?
Yes
No
Yes
No
Purchase using process and vendors listed at https://www.atu.edu/purchasing/docs/Screen%20Printed%20Apparel%202.pdf. Do **not** pay with Pcard.
Purchase at https://shopatu.mybrightsites.com/ using ATU10 as promo code at checkout for our discount. Pay with pcard.
Submit Small Dollar Amount GPA form located at www.atu.edu/controller according to instructions on form.
Submit Standard GPA form located at www.atu.edu/controller according to instructions on form.
After receiving Controller approved GPA, advertise and place order for item following all ATU procurement guidelines and policies.
Use Account Code 703236 for all of these purchases.
Use Account Code 703930 for all of these purchases.

Current State of Arkansas Bid Limits

Less than $20,000-no bid required

$20,001-74,999-Informal bid, state contract, cooperative contract, or current ATU contract required.

$75,000 and over-Formal sealed bid, Request for Proposal issued, state contract, cooperative contract, or ATU contract required.



ATU Procurement Quick Reference Guide

$1,000 and under	PCard	**If vendor does not accept PCard, a PO may be issued.**	
$1,000.01 to $19,999	**Purchase Order**		
$20,000 to $74,999.99	**Purchase Order**	**and**	**Unsealed bid or Request for Proposal[a] to be issued by Procurement <u>or</u> Existing Contract[c].**
More than $75,000	**Purchase Order**	**and**	**Sealed bid or Request for Proposal to be issued by Procurement <u>or</u> Existing Contract.**

Procurement Method

ATU Procurement quick reference guide

a. **Request for Proposal**
   - **An RFP is a form of solicitation used when award is based on a variety of factors including but not limited to cost. Contact Procurement for direction on how to complete an RFP and other options for formal solicitation.**

b. **Existing Contracts**
   - **ATU may be able to use existing contracts from the State of Arkansas, intergovernmental contract, and purchasing consortiums.**

Things to Remember

- **Contact Procurement for assistance if you are working on a complex purchase, including purchases with a contract or solicitation.**
- **ATU designates the ability to sign contracts to certain officers. Find the Signature Authority Delegation list here.**
- **Dollar thresholds are based on a single procurement or overall contact spend. Artificially dividing procurements to avoid the bid process is a violation of AR State Law.**
- **See atu.edu/purchasing for complete ATU Procurement policy and State of Arkansas Procurement Law.**

If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 479-968-0269 or purchasing@atu.edu.

Tips for Efficient Procurement Processing

Procurement and Travel Services
purchasing@atu.edu
travel@atu.edu
479-964-0583 ext 3554

What are the two ways that goods or services may be purchased for ATU?
The Pcard or purchase order are the only two ways that goods or services may be purchased for the University.

Who may purchase items for the University?
The Agency Purchasing Official, APO, is the sole purchasing authority for the University. The APO's signature is applied to each vendor's copy of a PO and the Pcard program operates under the APO's supervision.

How is a purchase order produced? A requisition is entered at the departmental level **before** the purchase is made. Once the requisition has been approved via electronic approvals it lands in Procurement and is processed into a PO.

Is the department responsible for placing orders using a PO?
No, Procurement sends the vendor a copy of the PO to place the order.

As an employee, why do I need to request a requisition be entered for a purchase?
Many faculty members do not hold PCards. A requisition is required to be entered and a PO in place before any order is placed that is not on a PCard.

I ordered something without a PO in place or Pcard. What do I do?
Ordering something without a PO or PCard creates an After the Fact (ATF) purchase. You will be required to complete an After the Fact form as well as a requisition. Remember, If the process is followed, and the PO is in place beforehand then Procurement does the ordering for you.

Does using the ATF form allow me to avoid entering a requisition?
No. A requisition is still required.

What is the significance of the ATF form?
The completion of the ATF form and after the fact scenarios alert Finance and your supervisors to the fact that the procurement process has not been followed and funds have been committed without proper approvals in place. Repeated submission of these forms may be indicative of a more serious situation and may require the attention of University administration. Any individual making a purchase without a PO in place or PCard in hand is assuming a personal obligation to the vendor for whom he/she may be held personally liable.

Will all approved ATF forms sent to Procurement result in a PO being issued?
No, an After the Fact may be denied after review by Procurement Services and/or other Finance offices. In this case other funds will need to be used for the purchase.

Application Navigator Requisition Entry Tips

- ✓ Enter a requisition using the FOAP information that will be used for the purchase do not enter a requisition planning on requesting a recode or purchase order change order at a later date.
- ✓ Enter an index on each accounting line. This ensures you are using the most up to date FOAP information.
- ✓ Pay attention to any messages from the notification section in the top right of the form.
- ✓ **Stop** if you receive the insufficient funds error message. This message displays when budget is not sufficient to cover the amount of the requisition. App Nav will allow you to continue so you must stop, exit the entry form, secure the budget required, return to FPAREQN and complete the requisition entry.
- ✓ Additional email addresses may be added after the default email address by entering a comma and space before keying the second email address and repeat this format for any additional addresses. Four email addresses may be entered.
- ✓ Vendor addresses may be viewed by clicking the ellipses (...) to the right of the address type or you may key RA and the address number needed.
- ✓ A second line of commodity or accounting line, and document or item text may be entered by striking the arrow down key.
- ✓ Complete the commodity line fields before entering item text.
- ✓ Once a requisition has been assigned a number in FPAREQN (after the vendor information has been entered) it must be completed or deleted using FPAREQN.
- ✓ To delete an incomplete requisition, enter the R number in FPAREQN and next section then click the delete option 2x and select OK from the pop up window.
- ✓ Once as requisition has been completed it cannot be deleted until it has been disapproved.
- ✓ Requisition copy function may be used to copy data from an approved requisition to a new requisition. Be sure to update any needed information on the new requisition.

ATU Requisition Entry Quick Reference Guide

Procurement and Travel requisitions are the two types of requisitions entered into Banner. Please see the table below for tips on how to properly enter each type of requisition. It is important to follow these guidelines to ensure that your requisition travels through the electronic approval process and can be evaluated and processed by either Travel or Procurement Services once approved.

Procurement Requistion	Travel Requisition
Entered for goods and services needed for departmental operations.	Entered for expenses related to University travel.
Commodity code is ***never*** used.	Requires *commodity code* 704100
Multiple lines of commodity descriptions are entered. If you have a quote from a vendor, you must itemize the requisition using the quote as a guide. In other words, make it a line-for-line match to your quote.	One line of commodity description per requistion.
Multiple account codes are entered to describe goods or services being requested.	Details of request are entered in document text.
Document Text should contain information pertaining to the entire requisition, not one particular item. Examples are quote numbers, contract numbers, or notes to Procurement.	One *account code* is used-704100
Item Text should contain information for that particular item (make/model, product/item numbers, information that does not fit on the description line.)	Do not use symbols such as @, #, %, &, /, _.
Do not use symbols such as @, #, %, &, /, _.	

ATU Travel Services
Travel Services Fundamentals

- ❑ A requisition must be in place **prior** to travel. The requisition acts as both the travel authorization and starts the encumbrance process for your trip expenses. Remember to include the who, what, where, when, why and how much in the document text and use the commodity code 704100.
- ❑ You cannot use your individual TCard or request reimbursement for another employee's travel.
- ❑ You must have a **PO in hand prior to booking arrangements**. Receipt of the PO indicates that all approvals have been received for your trip and only after receiving it can you proceed with booking your arrangements.
- ❑ Include a detailed conference agenda with your PCard log or TR-1 submission.
- ❑ A map is not required with your TR-1 if you are traveling from your official on campus station to a destination listed on the chart.
- ❑ A zero-balance hotel receipt is required listing each night's stay separately and if you share a room with another employee you each must have a receipt. Room service may not be added to the hotel receipt for payment by the University.
- ❑ Driver forms are required for all drivers requesting mileage reimbursement or renting a car on University business. This goes for non employees such as students and applicants.
- ❑ Ride-hailing services such as Uber may be used instead of a taxi.
- ❑ Email travel @atu.edu prior to requisition entry and car rental reservation to obtain the required approval for the rental.
- ❑ Fuel receipts submitted for TR-1 reimbursement must display the date, place of purchase, and price per gallon.
- ❑ Meal reimbursement must be requested at the lessor of the amount spent or the GSA limit. Meal receipts are held in the department and not submitted with the TR-1.

TCard Checklist

Your log is due around the 18th of each month. Plan accordingly. You will receive an email reminder from Travel Services when statements are available.

1. Enter a requisition to Bank of America for all anticipated TCard charges. Do not use the card until you have received a purchase order resulting from this requisition. Typical Tcard charges include.
   a. Airfare
   b. Hotel
   c. Car rental
   d. Taxi, shuttle or ride share
   e. Baggage fee
   f. Conference registration (may also be placed on the Pcard)
2. Keep a small envelope or pouch for your receipts as you travel. This is especially important if you are traveling with students and have several high dollar amount receipts
3. All purchase orders for your TCard charges are required with the log submission and each must have an approval signature. Receipts are required for all charges and must include the following.
   - Date
   - Amount of charge
   - Line item detail of purchased items
   - Tax amount
   - Form of payment-This is typically included when a credit card is used.
   - Hotel Receipts must indicate a zero balance.

   Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.
4. Access your statement via Bank of America's Global Card Access site.
5. Complete your TCard log each month that you have charges, even if you have not traveled yet. Use the appropriate account codes for each charge. These are listed at the bottom of the TCard log.
6. You may work on the log throughout the month. Keep it updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit when you receive the email notification that logs are due.
7. Include any conference agenda with log if the log includes a registration charge.
8. If you lose a receipt, contact the vendor to obtain a duplicate.
9. Keep a copy of your log and receipts for 18 months. This can be done electronically.
10. Contact Travel Services before making the purchase if you are unsure.

Rental Car Reservation Procedures for individual TCard and Departmental TCard Rentals. If you wish to use the ATU Ghost Card, you must contact travel@atu.edu for rental instructions.

Rental cars fees should be placed on an ATU travel card. This can be done by either using an individual card, departmental card or the ATU ghost card. These instructions are for the use of the individual Tcard or departmental TCard only. Regardless of which type of TCard is used arequisition must be entered and PO received prior to the car being reserved.

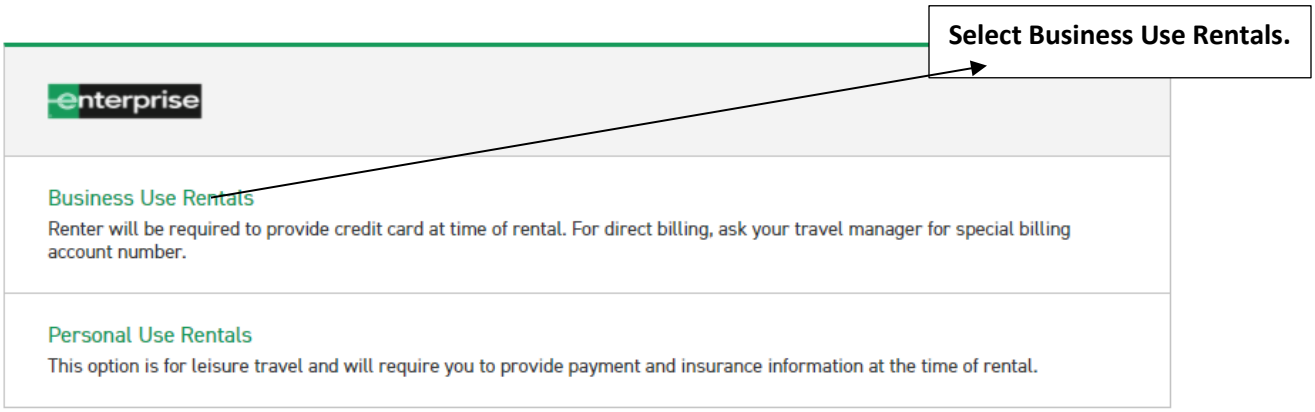
1. Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please emailthe following information to travel@atu.edu to initiate the approval process.

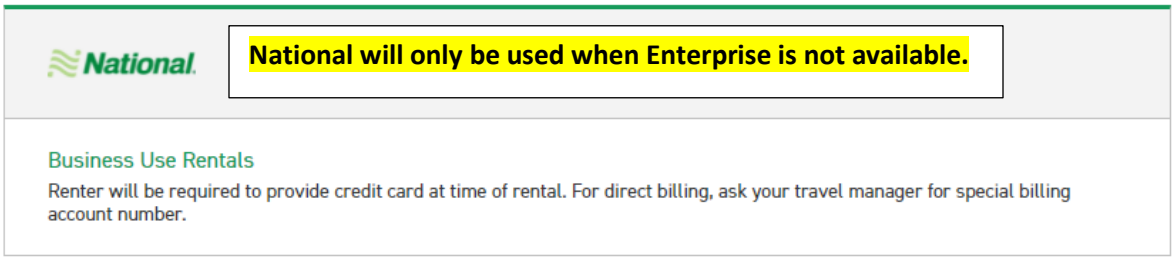
To allow for efficient processing of your request the subject of email should include: **Name of traveler, date of travel, and the words "Car Rental Request"**

1. **When: Dates of pickup time and drop off time**
2. **Who: Name of Driver**
3. **Where: Location of travel (city, state)**
4. **Why: Reason for travel**
5. **Contact number of driver**
6. **Type of vehicle needed: Car, Van, or SUV.**

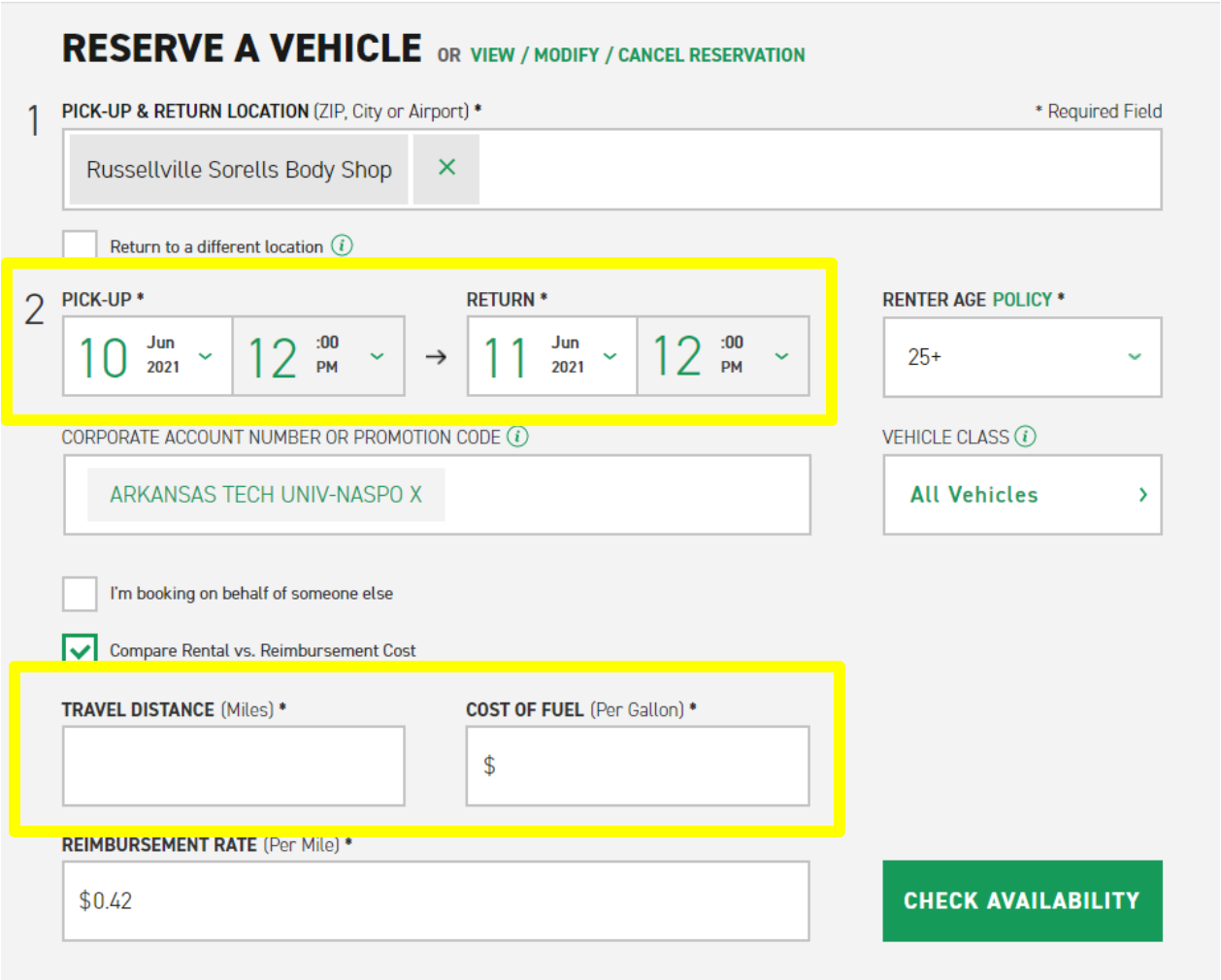
Once approval is received, please make a requisition to Bank of America (T01007859) for the car rental amount. Instructions on requisition entry can be found here. A departmental PO will be received in your inbox once the requisition has been approved ad processed. This PO number is required when booking your car online. (See step 7.)

2. Access the Enterprise/ATU website at https://elink.enterprise.com/en/21/05/arkansas-tech-univ.html

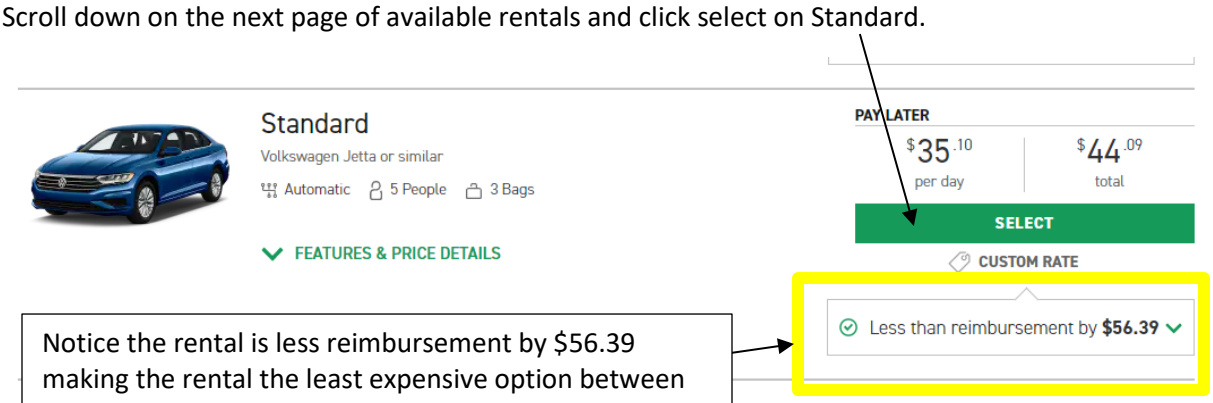




3. Scroll down and complete the following fields. The Location, Renter Age, Corporate Account, and reimbursement rate are pre-loaded. Click Check Availability to display available vehicles.

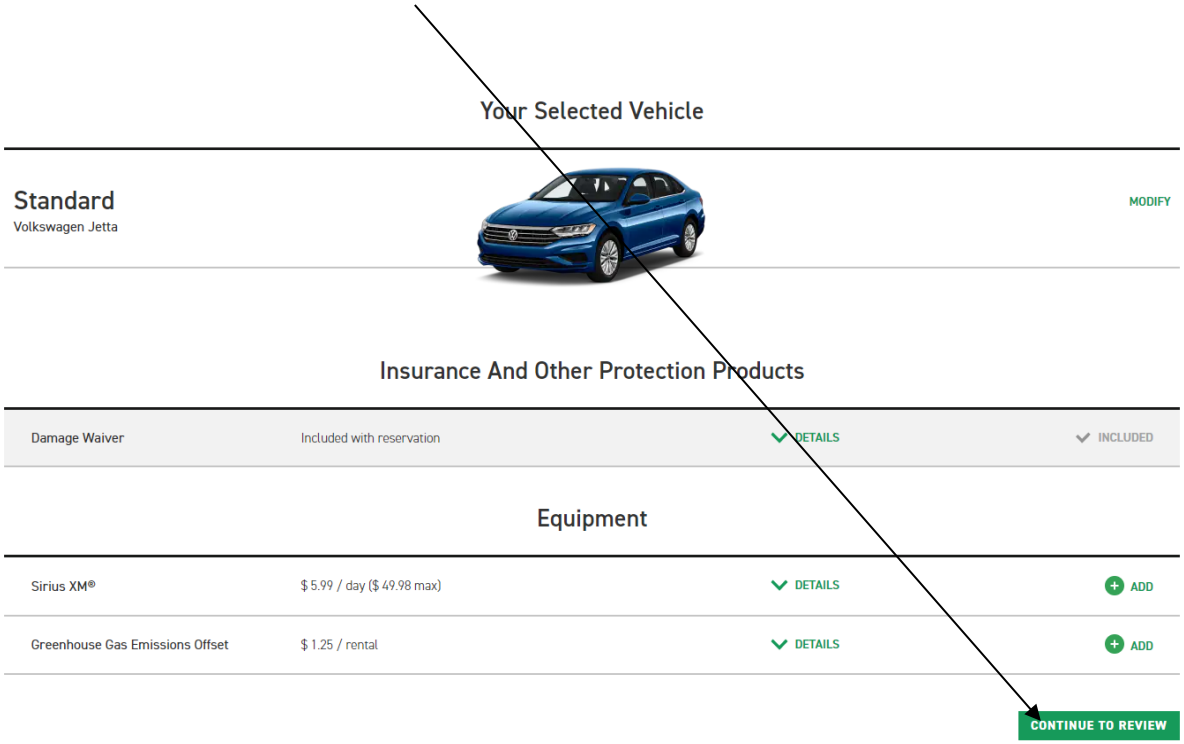


4. Scroll down on the next page of available rentals and click select on Standard.

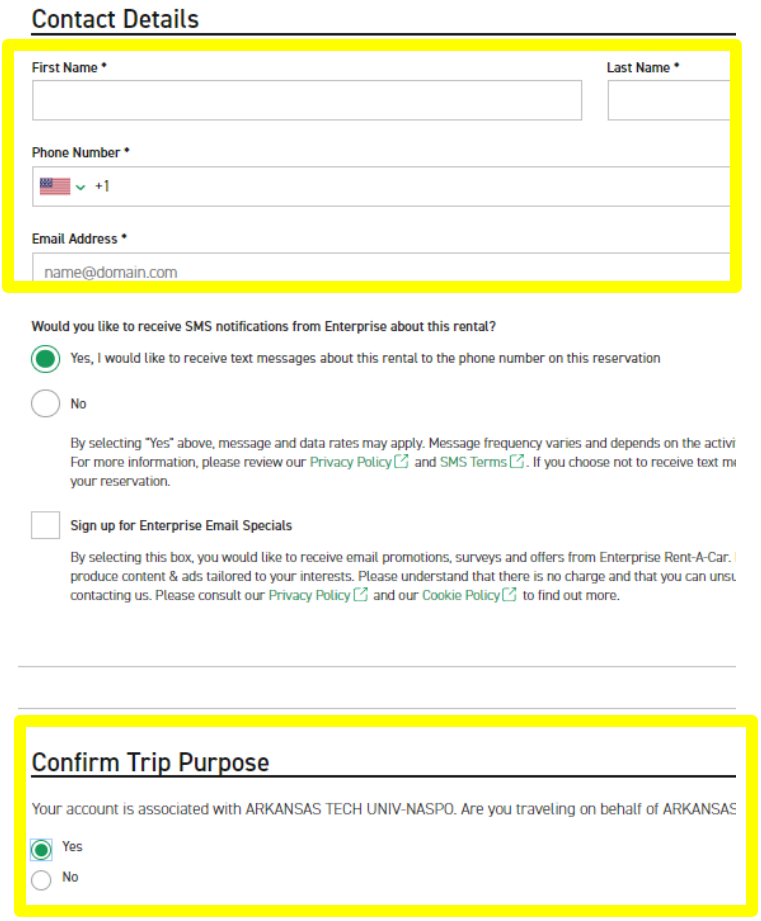


Notice the rental is less reimbursement by $56.39 making the rental the least expensive option between rental and personal mileage reimbursement.
Reminder: You must always go with the least expensive option.

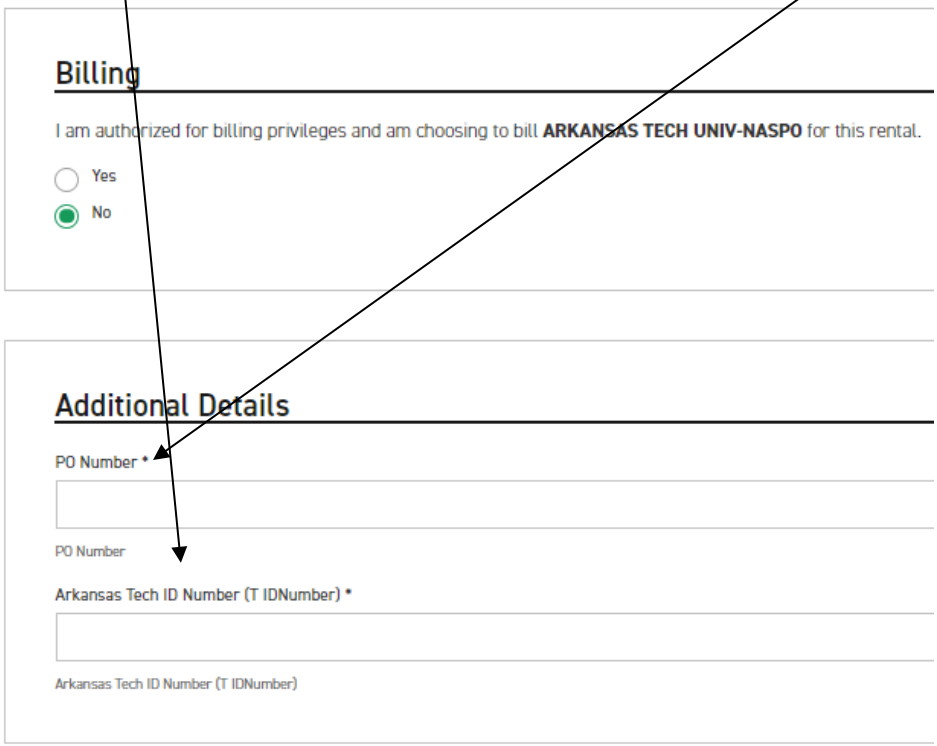
5. Click Continue to Review.



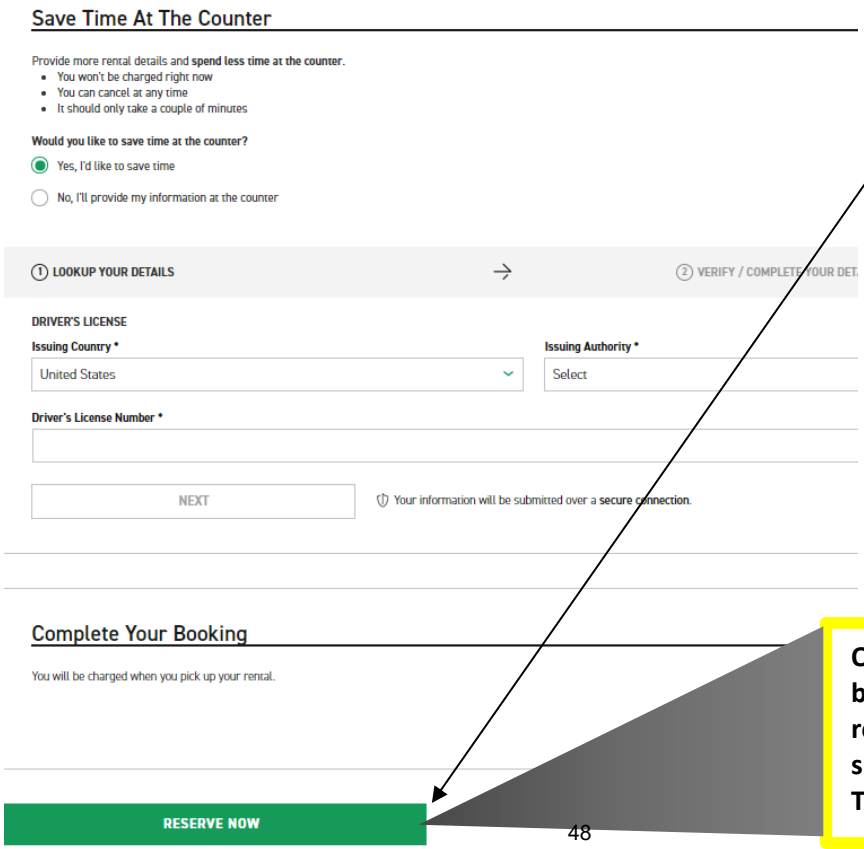
6. On this page you will complete your reservation by entering information and making the required selections.



7. Select “No” on the billing section as this will not be charged to the ATU Ghost Card and complete the Additional Details section with the mandatory PO number and traveler’s T number.



8. Select your preferred option from the Save Time At The Counter section and click Reserve Now to complete the booking.



Once clicking Reserve Now your booking is complete! Remember to retain a detailed rental receipt for submission with your individual or TCard log.

Application Navigator Requisition Entry Tips

- ✓ Enter a requisition using the FOAP information that will be used for the purchase do not enter a requisition planning on requesting a recode or purchase order change order at a later date.
- ✓ Enter an index on each accounting line. This ensures you are using the most up to date FOAP information.
- ✓ Pay attention to any messages from the notification section in the top right of the form.
- ✓ **Stop** if you receive the insufficient funds error message. This message displays when budget is not sufficient to cover the amount of the requisition. App Nav will allow you to continue so you must stop, exit the entry form, secure the budget required, return to FPAREQN and complete the requisition entry.
- ✓ Additional email addresses may be added after the default email address by entering a comma and space before keying the second email address and repeat this format for any additional addresses. Four email addresses may be entered.
- ✓ Vendor addresses may be viewed by clicking the ellipses (...) to the right of the address type or you may key RA and the address number needed.
- ✓ A second line of commodity or accounting line, and document or item text may be entered by striking the arrow down key.
- ✓ Complete the commodity line fields before entering item text.
- ✓ Once a requisition has been assigned a number in FPAREQN (after the vendor information has been entered) it must be completed or deleted using FPAREQN.
- ✓ To delete an incomplete requisition, enter the R number in FPAREQN and next section then click the delete option 2x and select OK from the pop up window.
- ✓ Once as requisition has been completed it cannot be deleted until it has been disapproved.
- ✓ Requisition copy function may be used to copy data from an approved requisition to a new requisition. Be sure to update any needed information on the new requisition.

Banner Application Navigator Travel Requisition Entry Manual

Prepared by

Business Services
479-968-0269
purchasing@atu.edu

http://www.atu.edu/travel

Online Requisitioning. Travel requisitions are detailed in this manual. See Procurement Requisition Entry Manual for Procurement requisition entry details.

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a procurement requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Text Entry

Use the Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Document Text' or 'Item Text' from the 'Option' menu and perform a 'Next Section' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total

I. THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

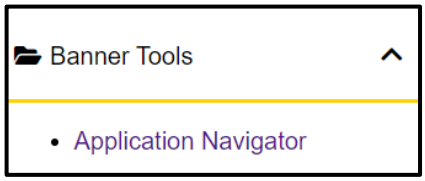
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options: • Click on the **Next SECTION** button for a new requisition. Banner will assign a new requisition number after the vendor is chosen

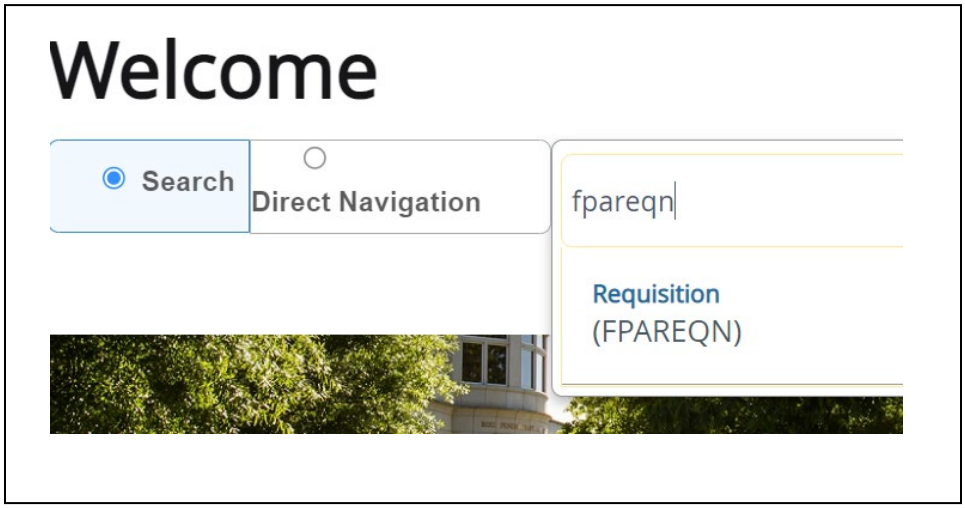
	• Use the **COPY** feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	Enter three things: • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	Enter the correct vendor code, if known, or search (**FTIIDEN)** to locate. Travel requisitions will typically be made out to the individual traveler's T number for reimbursement or the TCard bank T number for TCard charges.
4. Commodity SECTION	Enter the following information: • 704100 is entered for all travel requisitions.
5. Accounting SECTION	Most of the data will populate these fields based on the user's security profile. The **Account Code** will always have to be entered and it is 704100 for all travel requisitions. Change other data as necessary.
6. Balancing/Completion SECTION	There are two choices to consider: • **Completion** – this will send the Requisition to the approval process. • **In Process** – Do not use the In-Process option for your entry.

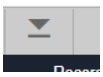
REQUISITION PROCESSING

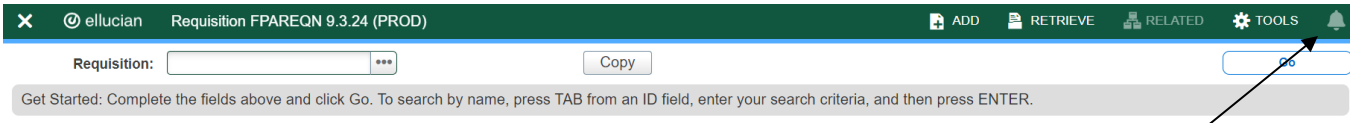
Open Application Navigator located under Banner Tools on OneTech.



Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field. **FPAREQN** begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.



There are three Options from the Requisition Form. Click **NEXT SECTION**  located at the bottom left corner of the screen to create a new requisition number, enter a current requisition number to modify an incomplete requisition or click the **COPY** icon to create a new requisition from an existing one.

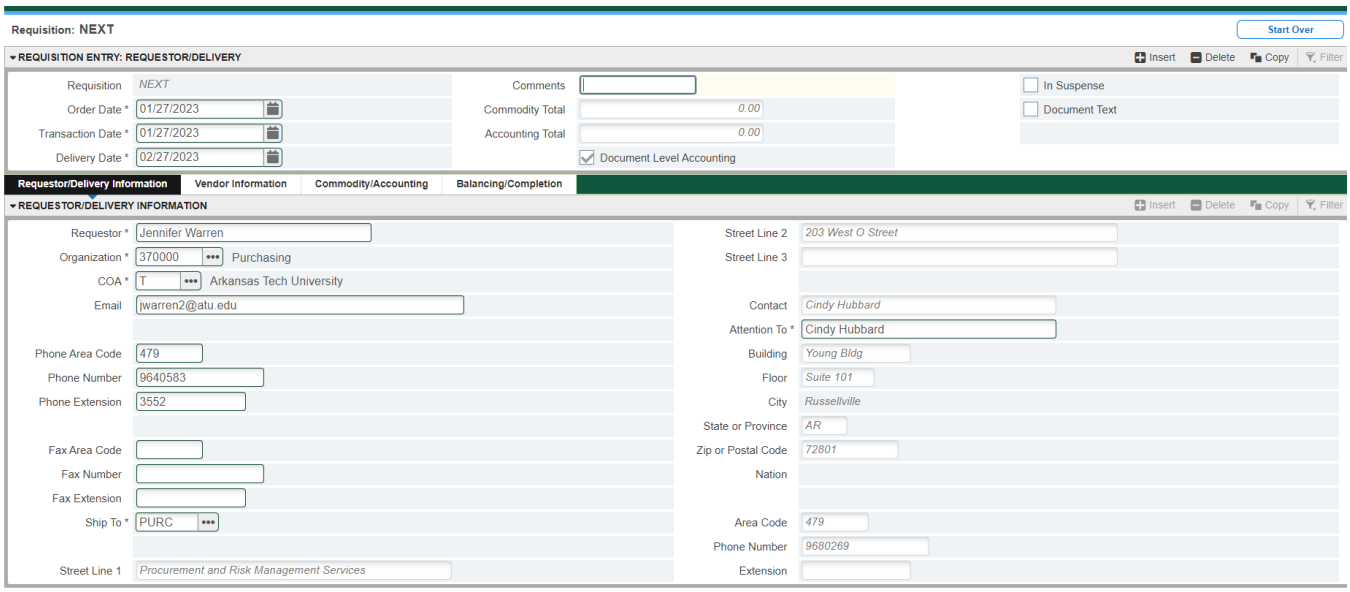


The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process your requisition. If you see this message, **stop and proceed only after a budget transfer has been completed to fund the FOAP.**

II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** must be completed. Use **TAB** to navigate through the form.



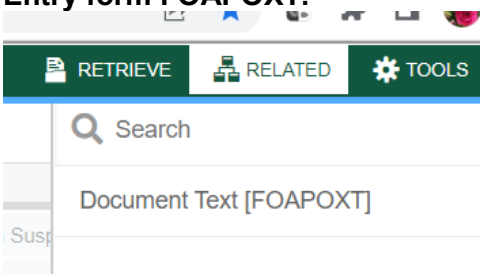
1. **Order Date**: REQUIRED. Today's date automatically defaults.
2. **Trans. Date**: REQUIRED. Today's date automatically defaults.
3. **Delivery Date:** REQUIRED. The travel date may be entered here. The Delivery Date must be entered in a **MMDDYY** format.
4. **Requestor Field**: REQUIRED. Enter the requestor's name. Defaults to user based on security profile.

5. **COA Code:** REQUIRED. Chart **'T'** will default, which is for Arkansas Tech University.
6. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field.
7. **Email:** Enter your email address if not automatically populated.
8. **Phone:** Enter your telephone number if not automatically populated.
10. **Ship to**: REQUIRED This is the code representing the physical location for delivery. Enter the correct '**Ship To'** code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email Procurement.
11. **Attention To:** REQUIRED. If blank, enter the name of the department requesting the purchase.

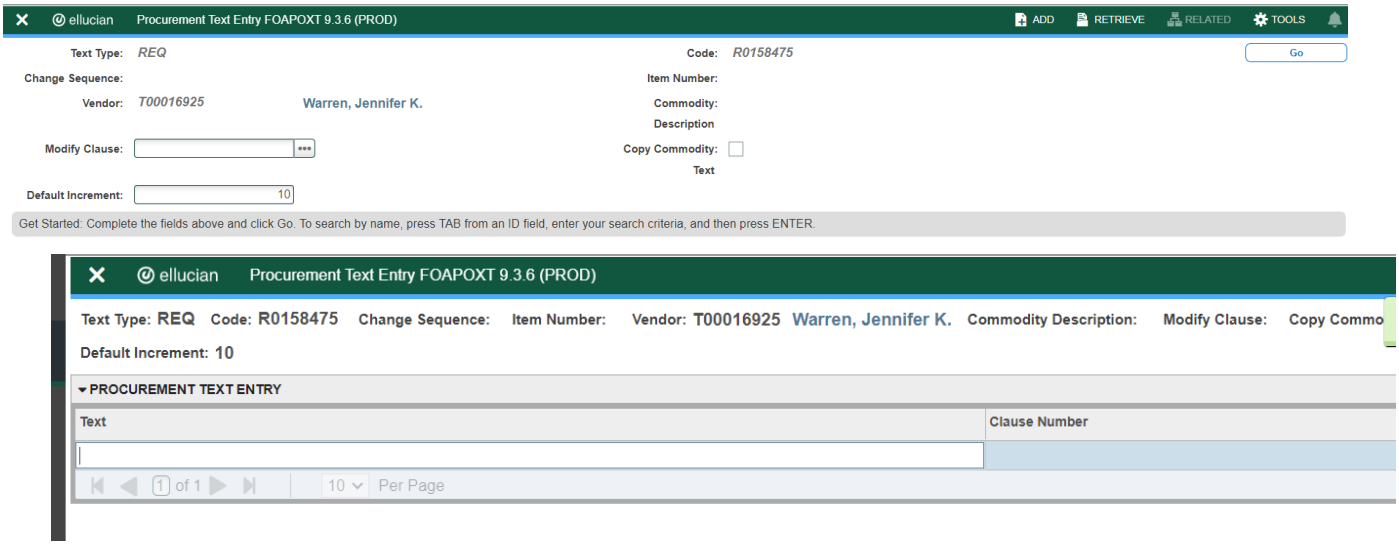
III. Adding Document Text

The **Document Text**

1. Click **Related** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT.**



2. Click the **'NEXT SECTION'** icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.

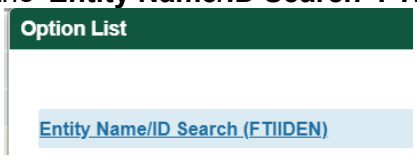


3. Once you have completed the **Document Text**, click on the **Save** icon located at the bottom right of the screen to retain the notation.
4. Click on the **Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN.**

Click **"NEXT SECTION"** to proceed to the Vendor Information form.

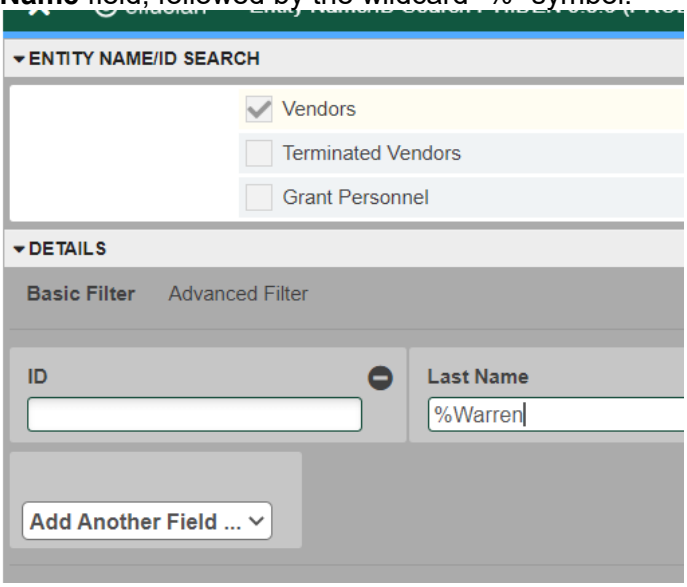
IV. Requisition Entry: Vendor Information

1. A vendor code is **required** to complete requisitions. Click the **Search** icon in the Vendor field to execute a query. An Options List appears.
2. Click the '**Entity Name/ID Search' FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN** form.



Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol.



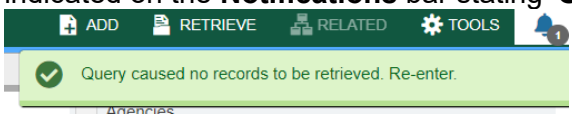
4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search. Page over until you find the result you are looking for.

T00016925	Warren	Jennifer	Kristine

5. Double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Notifications** bar stating '**Query Caused No Records to be Retrieved'**.



If the T number does not display, please contact Procurement for assistance.

V. Requisition Entry

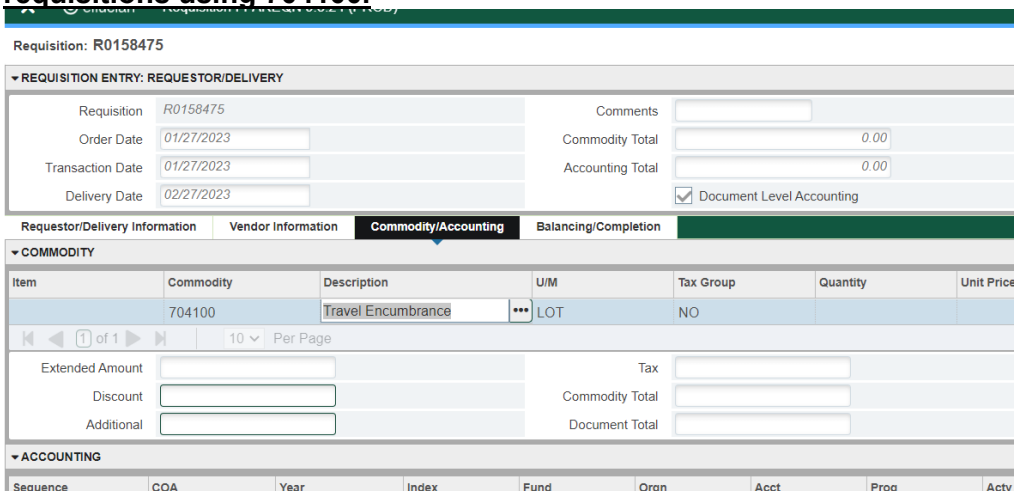
Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

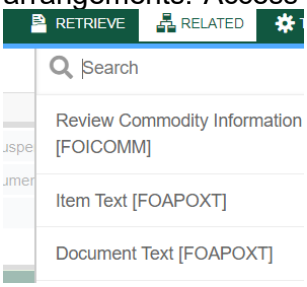
Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL's.

Complete the Description for Each Line Item. **<u>You will complete the Commodity Field for Travel requisitions using 704100.</u>**

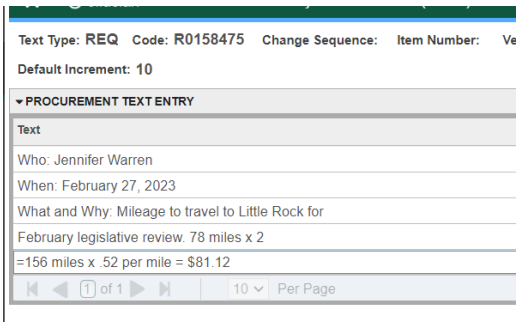


Tab to the '**DESC'** field and "Travel Encumbrance" will populate in the description. <u>Do not change this description.</u>

Document Text must be used to give include the who, what, when, where and why of your travel arrangements. Access Document Text by clicking Related and selecting Document Text (FOAPOXT).

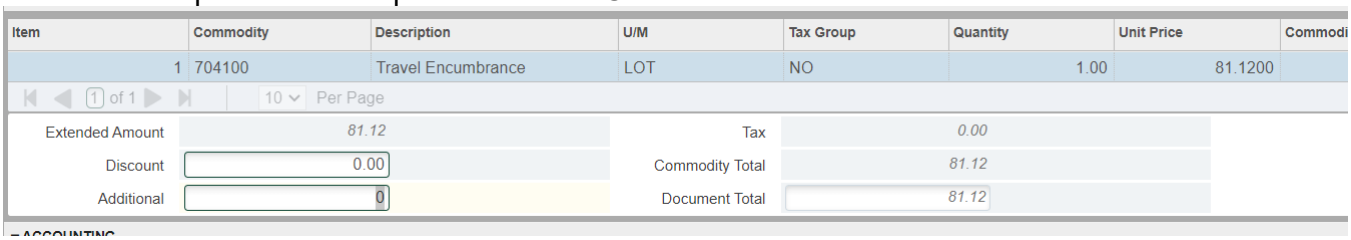


When Document Text opens click Next Section then enter the required text. You must use the arrow down button to move to the next text entry line. Each line will accommodate 50 characters.



When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (**FPAREQN). If you have added text, the **Document Text** box is checked.

The U/M Field will auto populate with LOT, Tax Grp with NO, and Qty field with 1. Leave these as is. Enter the total price for the requisition into the Unit Price field.



VI. Document Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided.

- **Document Level Accounting**: The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

Document Level Accounting

To enter the accounting distribution, click **'Next SECTION'** and then TAB. The T automatically populates the **'COA'** field. Enter the **Index** for the FOAP you are using and Tab through to If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record'** icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the percentage or exact amount to be charged to each FOAPAL. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments	
Order Date	01/27/2023	Commodity Total	81.12
Transaction Date	01/27/2023	Accounting Total	81.12
Delivery Date	02/27/2023	Document Level Accounting	

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	704100	Travel Encumbrance	LOT	NO	1.00	81.1200	

1 of 1 10 Per Page

Extended Amount	81.12	Tax	0.00
Discount	0.00	Commodity Total	81.12
Additional	0.00	Document Total	81.12

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	T	23	AFPURC	110000	370000	704100	250000		

1 of 1 10 Per Page

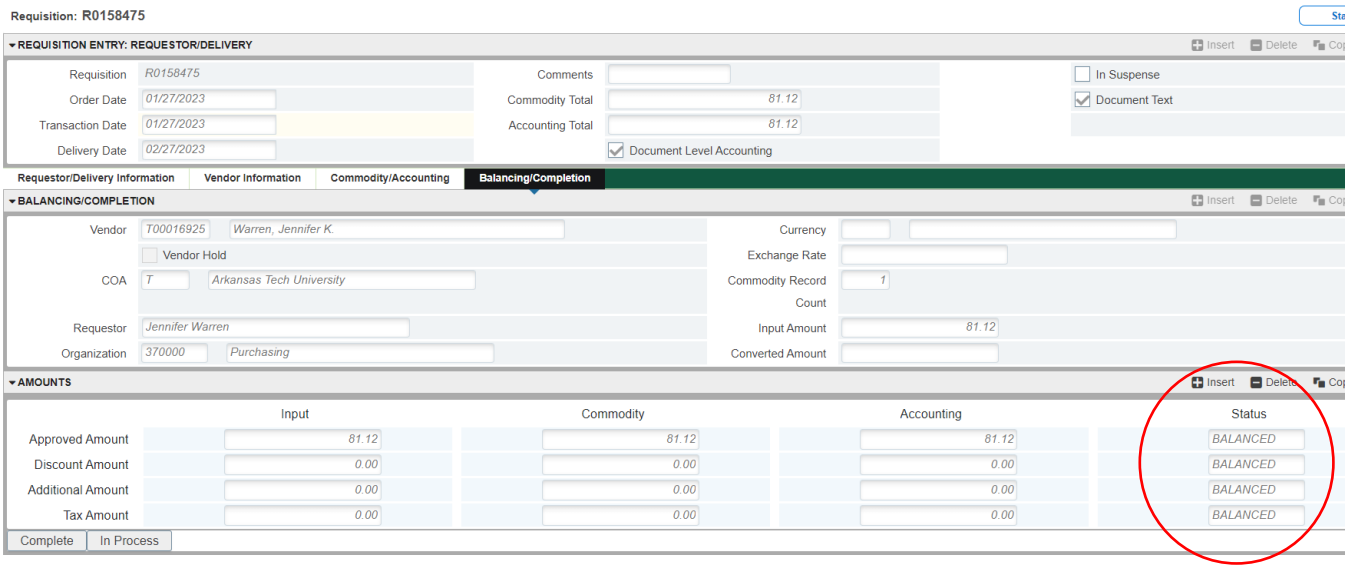
	%	USD
Extended Amount		81.12
Discount		0.00
Additional		0.00
Tax		0.00
FOAPAL Total		81.12
Document Total		81.12

Perform a **"Next SECTION"** to proceed to the **Balancing/Completion** block.

VII. Balancing/Completion SECTION

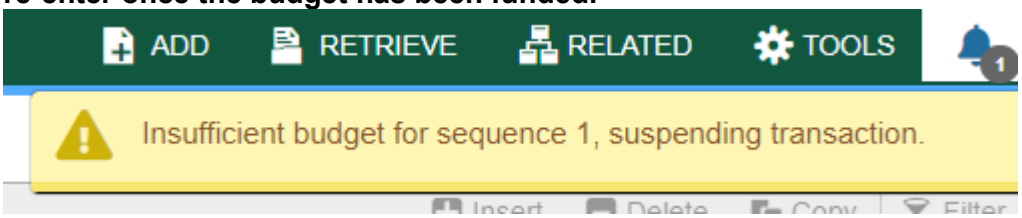
The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the '**STATUS**' field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:



Click the **'COMPLETE'** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.

If Status = COM/ACCT or any other message: Pay close attention to the notification section. If you see a notice there. Stop and correct the error before proceeding. If you see the NSF error below, stop and do not complete the requisition. Make note of the number and complete ONLY after a the budget has been funded to complete the requisition. Completing the requisition here will send it through approvals but it will be cancelled once it arrives in Travel and you will be required to re-enter once the budget has been funded.



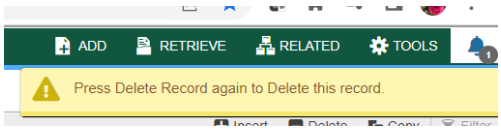
<u>Once a requisition has been completed, it CANNOT be edited or changed</u>.

After the budget has been funded, return to FPAREQN and key in the requisition number and move through the sections to complete the requisition.

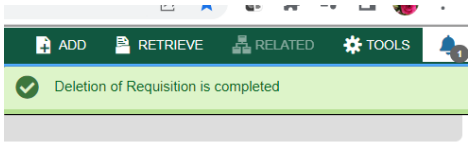
VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

1. Access the **Requisition Form FPAREQN.**
2. Enter the requisition number
3. Perform '**Next SECTION'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click **'Delete'** top right toolbar. 

5. Click **Delete** again to permanently delete this requisition. A window opens with the message **'All Commodity and Accounting Records will be deleted**. Click **OK**

6. The Status/Hint bar indicates **'Deletion of Requisition is completed'**. 

IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' **can only be cancelled by Procurement Services**. The requestor must disapprove it and then Procurement or Travel Services will delete the requisition.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items. Note: A requisition can only be copied if it has received final approval.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy. Use the vendor field to verity that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.

2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access field**. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.

2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.

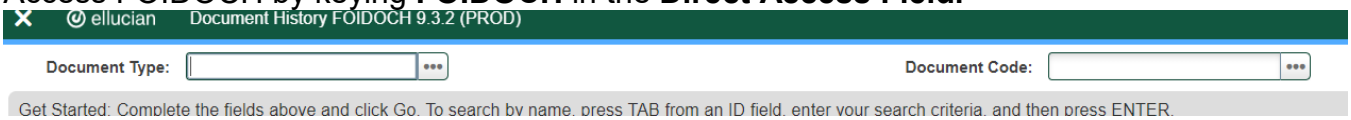
4. Click Next Block to access the Vendor Information window. Review all desired information.

5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

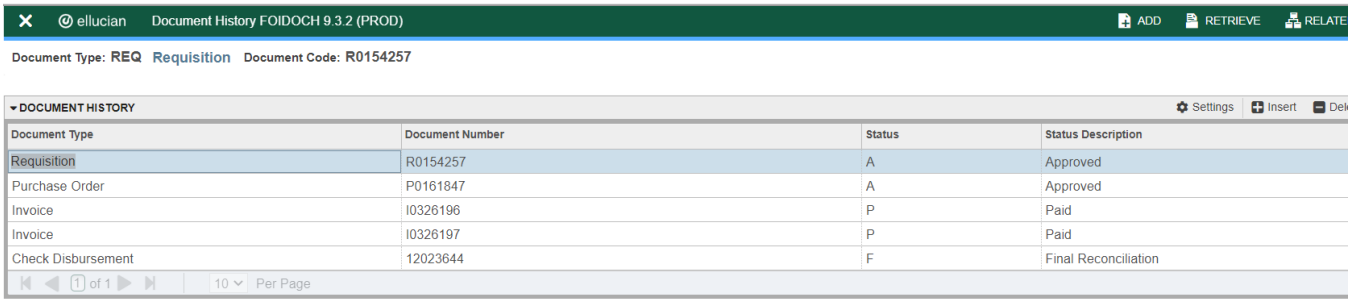
XII. Query Screens

FOIDOCH

Access FOIDOCH by keying **FOIDOCH** in the **Direct Access Field.**

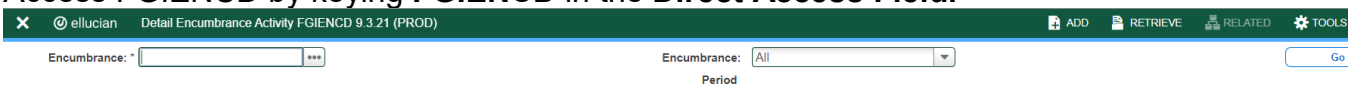


Select from the document types by clicking on the … search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and select Query Document (BY TYPE) behind the Related icon to view the details of the document.



FGIENCD

Access FGIENCD by keying **FGIENCD** in the **Direct Access Field.**



Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.

ellucian Detail Encumbrance Activity FGIENCD 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: R0154257 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION

Description	Jennifer Warren	Date Established	06/02/2022
Status	C	Balance	0.00
Type	R	Vendor	T01077244 Howard Industries Inc

ENCUMBRANCE DETAIL

Item	0 Document Accounting Dist	Orgn	310552
Sequence	1	Acct	703985
Fiscal Year	22	Prog	290000
Status	C	Actv	
Commit Indicator	U	Locn	
		Proj	
CDA	T	Encumbrance	6,953.70
Index	227310	Liquidation	-6,953.70
Fund	227310	Balance	0.00

Record 1 of 1

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
06/01/2022	REQP	R0154257		6,652.00	6,652.00
06/01/2022	REQX	R0154257		301.70	6,953.70
06/02/2022	POLQ	P0161847		-119.90	6,833.80
06/02/2022	POLQ	P0161847		-307.64	6,526.16
06/02/2022	POLQ	P0161847		-545.00	5,981.16
06/02/2022	POLQ	P0161847		-2,844.90	3,136.26
06/02/2022	POLQ	P0161847		-3,098.10	38.16

Record 1 of 8

Status indication of C indicates a closed document. O indicates an open document.
Current balance can be seen here. All closed documents will have a zero balance. If multiple FOAPS have been used, you may toggle between records here.
Keying Next Section will take you to the Transaction Activity section where you can see detailed activity that has taken place. You may toggle to view multiple pages of activity here.
Close the form by clicking the X in the top left corner.

FGIOENC

Access FIOENC by keying **FGIOENC** in the **Direct Access Field.**

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: * T Fiscal Year: 23 Go

Index: Organization:

Fund:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Key index code in the Index field and click Go or Next Section to display the current encumbrance for that index. All encumbrances will display here including payroll encumbrances.

SECTION 2

GLOSSARY OF BANNER FORMS

FPAREQN: Requisition Form, used to create purchase requisitions.

FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.

FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.

FPIREQN: Form to review existing requisitions to verify status.

FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*

FGIENCD: View encumbrance remaining on purchase order or requisition.

FGIOENC: View encumbrances remaining against a budget using Index.

Arkansas Tech University
Travel Procedural Manual

Travel Services
travel@atu.edu
479-964-0583 ext 3558

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This manual is published by Travel Services to aid faculty and staff members in the planning and reimbursement process for allowable university travel expenses. The information presented is intended to neither address every employee or student travel situation nor circumvent the Travel Policy. It is designed to be most helpful if viewed online which allows for the reader to take advantage of links made available to additional sources. Please read the ATU Travel Policy before reading this manual.

Travel Authorizations and Disbursement

Standard Reimbursement for State Employees

Travel reimbursement must be made by using a TR-1 form. The main function of Travel Services at ATU is to process travel requisitions and TR-1's in a timely and accurate manner and in accordance with ATU policy and State of Arkansas law for those who are authorized to carry out official duties. No meals or lodging will be allowed within the town of the travelers "official station". One state employee cannot pay for another state employee's expenses which includes lodging, meals, and or taxi expenses. Travelers cannot be reimbursed for personal travel or travel that could be construed as a possible conflict of interest. Employees may be reimbursed travel expenses when they are required to travel away from their "official station" on university business. Travel requisitions and/or TR-1s may only be processed when all state and university-required approvals and/or documents have been completed and received by Travel Services. This manual's information will serve as basic travel processing guidelines for all University departments.

Any expenses that are determined to be personal in nature will be the responsibility of the traveler and the state will not reimburse the traveler for such expenses. If the expense is paid by direct billing the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university. This includes but not limited to lodging, meals, and rental cars. Expenses for personal entertainment, flowers, valet services, personal laundry, alcoholic beverages, cleaning, movies, and a tip for taxi cannot be reimbursed with state funds. Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.

Employees traveling on official business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1 form, also known as the Driver Authorization Form, if they have not already done so when hired.

Purchasing Travel Arrangements

Travel arrangements may be purchased four ways.

1. Personal credit card for reimbursement of expenses. This will always be used for employee meals when traveling without students. It is not allowed for international flights that must be purchased using an ATU Travel Card.
2. ATU Individual TCard (issued to an individual for only that employee's travel expenses)
3. Departmental TCard. (issued to a TCard custodian and used for travel expenses of all department members.)
4. Travel card ATU Ghost Card (issued and held by Travel Services)-This option is used sparingly. Contact Travel Services for more information about the use of this card.

As a traveler what do I need to do to prepare and receive reimbursement for my university travel expenses? The process you will need to follow will vary slightly depending on the type of travel you will be completing. The following sections offer instructions for completing various types of University travel.

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost-effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the ATU Travel Card is being used, one or two requisitions to Bank of America (T01007859) for all charges placed on the TCard. Two requisitions are required if airfare is purchased.

1. **How should I pay for my conference registration?** Register for your conference using a P-Card, T-Card, or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found here and requisition guidelines are posted here.
2. **How should I travel to the conference? Drive or fly?**
   Drive. The Enterprise calculator can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option.
   i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions here.
   Fly. Airfare may be purchased using an individual, departmental ATU Travel card, ATU Ghost Card, or your personal credit card (for domestic flights only). If using the ATU Travel card, you must enter a requisition to BOA, using the guidelines in the Banner manual. If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number. ***All airline tickets must be purchased using a 14-day advance, or have special authorization.***

   I. Using an individual or departmental card the reservation may be booked **only after receiving a departmental copy of the purchase order to BOA for the airfare. Every effort is made to process approved requisitions quickly as we realize airfares change daily.**

3. **If I am flying, do I need a rental car?**
    a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these instructions.
4. **Is my conference located at a hotel, or do I need reserve a room at a nearby property?**
    a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
    b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle service, etc.) offered to and from the conference location and secure the most cost-effective rate.
    c. **Purchasing your lodging**. Lodging is purchased using your personal credit card, or one of the ATU travel card options (individual, departmental or ghost card) and the lodging amount included in your reimbursement requisition or reconciled on the TCard log. If using a departmental travel card or ghost card, you must complete a requisition to BOA and contact the hotel to request and complete a credit card authorization form. This is required as you are purchasing using a card that you will not be presenting at check-in. The ATU ghost travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. The Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Meals included in Conference Registration

It is best practice to take advantage of any meals included in your conference registration. However, there are times when this is not possible due to one of the conditions below being met. If you have one of these circumstances, you must submit an agenda/program of any conference for which an employee is requesting meal reimbursement requests be included with the TR1.

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Required Requisitions

1. **Charges that will be reimbursed to you**. Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense for employees traveling without students, so you will **always** have a requisition that will include an estimate of your total meal expense for the trip. See Limits for Meals and Lodging Page 13. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses**

(etc.) for which you will request reimbursement. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-1 when you return. Remember when purchasing airfare on your personal card for reimbursement you cannot request reimbursement until after travel has occurred.

2. **Charges placed on an ATU Travel Card.** Complete one or two requisitions to BOA for all charges placed on an ATU TCard. Two requisitions are required if airfare is purchased and will result in TCard charges posting to a monthly statement prior to completing travel. Once requisitions receive the appropriate approval they will be converted to a purchase order(s) and you will receive a departmental copy of the PO(s) via email. These charges will not appear on your TR1 for reimbursement, so you do not have to include a copy of this PO with your TR1.

Following your return please complete your TR1 and submit all applicable receipts to Travel Services along with any additional documentation. See TR-1 Completion Section below.

Checklist for Employee Conference Travel using Departmental TCard: ***2 requisitions are required to be entered for travel without airfare. 3 requisitions are required if airfare is purchased.***

- ☐ Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. See instructions.
- ☐ Determine pricing for all required travel that can be applied to the TCard.
- ☐ If purchasing airfare, enter requisition 1 to Bank of America (T01007859) for airfare. This is necessary because most airfare will be purchased several weeks prior to travel and will post to the TCard resulting in a TCard log being due with these charges before the TCard log with the charges made during travel dates. It is not recommended that airfare be placed on a personal card for reimbursement and international airfare must be purchased with an ATU Travel Card.
- ☐ If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- ☐ Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- ☐ Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ☐ Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the Enterprise calculator to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days. See Limits for Meals and Lodging page13.***

- ☐ After purchase orders have been received, and **only then** work with your TCard departmental liaison to reserve or purchase all required arrangements using the departmental TCard.
- ☐ If purchasing hotel accommodations, contact the hotel to complete a credit card authorization form. **Do not skip this step!** The credit card authorization is mandatory for any hotel charges that will be placed on the departmental TCard. The hotel may ask that you present a personal card upon check-in for incidentals.
- ☐ Retain all original receipts for purchased made with the TCard and submit to your TCard liaison.
- ☐ Complete TR-1 for all meal reimbursement and submit to Travel Services within 5 days of return. Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and TCard log will be due with these charges before the TCard log with the charges made during travel dates.
- ☐ Enter requisition number 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ☐ Enter requisition number 3 for meals to your T Number for reimbursement. See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days.***
- ☐ After purchase orders have been received, and **only then** work with your TCard

Checklist for Employee Conference Travel using Individual TCard: ***2 requisitions are required to be entered for travel without airfare. 3 requisitions are required for airfare.***

- ☐ Determine pricing for all required travel that can be applied to the TCard.
- ☐ Enter requisition 1 to Bank of America (T01007859) for all airline airfare. This is necessary because most airfare will be purchased several weeks prior to travel and Tcard log will be due with these charges before the TCard log with the charges made during travel dates.
- ☐ If vehicle rental is needed, send email to travel@atu.edu to request approval for the rental. (See Rental Vehicles below)
- ☐ Receive approval from Travel Administrator for rental. See Rental Vehicles page 6.
- ☐ Enter requisition 2 to Bank of America (T01007859) for rental car purchase, shuttle service, and hotel arrangements that will be placed on the departmental TCard.
- ☐ Enter requisition number 3 for meals and personal mileage reimbursement if you are driving your personal vehicle to your T Number for reimbursement. Always check the Enterprise calculator to make sure you are choosing the least expensive option between driving your

personal vehicle and an Enterprise rental. See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days.***

- ☐ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ☐ Retain all original receipts for purchased made with the TCard and prepare your TCard log. *You may have a log that will be due with charges before you travel. Example: Airfare,*

Checklist for Employee Conference Travel using reimbursement only: ***1 requisition is required.***

- ☐ Purchase conference registration on PCard. Use of administrative assistant's PCard for conference registration is permissible. See instructions here.
- ☐ Determine pricing for all required travel that is an allowed for reimbursement. Mileage to and from destination, hotel, parking, and meals.
- ☐ Enter requisition to your T number for meals, and any personal mileage, if you are driving your personal vehicle. (See Personal Mileage below) See the GSA chart here for meal allowances per day for your destination. ***Remember to use the 75% first and last day travel amounts and full rates for all other days.***
- ☐ After purchase order has been received, and **only then** reserve or purchase all required arrangements using your TCard.
- ☐ Retain all original receipts for purchased made with the TCard and prepare your TCard log. *You may have a log that will be due with charges before you travel. Example: Airfare*
- ☐ Complete Tr-1 and submit with all original receipts for requested amounts, except meal receipts, to Travel Services.

Rental Vehicles

A written justification must be sent to the travel administrator for authorization of the use for rental vehicles. A requisition must be in place after approval with name of driver, time/date of pick/return and a contact number. A 24-hour notification of rental or cancellation of vehicle is needed. See instructions here. Fuel cards are available when driving a rented vehicle. These cards offer a discount to the University on fuel tax and should be used whenever fueling a rental car. WEX cards may be used to purchase fuel for rental vehicles only. Funds are not encumbered prior to purchase but will charge to your budget once monthly upon reconciliation. See WEX Cards for more information.

Personal Mileage

Prior to leaving on a trip that will require you to travel via car always check the Enterprise calculator to make sure you are choosing the least expensive option between driving your personal vehicle and an Enterprise rental. Key in your dates of travel and the Enterprise site will display any potential

savings or additional expense between your rental and mileage reimbursement.

When requesting personal mileage reimbursement you must select the shortest route that by default results in the least expensive reimbursement. You will also be required to have a Driver Authorization Form on file with Travel Services. See How do I request mileage reimbursement? for detailed instructions. Failure to complete any of these processes may result in rejection of reimbursement request.

To request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using .52 per mile as the per mile rate and using either the mileage chart or Google Maps to obtain the mileage for your reimbursement. The mileage chart contains mileage from ATU campuses to common destinations. If your destination is not listed here or if you are leaving from your home, and your home is closer to the destination than your official station then you must use Google Maps to determine your mileage. A hard copy of the Google Map must be included with your TR-1.

Example: Driving from ATU Russellville to Little Rock Airport is included in the mileage chart and no Google Map print out is required. However, if you are leaving from your home that is closer to Little Rock Airport than ATU Russellville then a Google Map is required because that is the shortest route (and we have to take the shortest route) and is not listed on the mileage chart.

Personal Vehicles and Insurance Coverage-Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstances does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations-Drivers must report all traffic violations and accidents while driving on University business immediately to the claim's office listed below.

Checklist for Employee Conference Travel using reimbursement only: ***1 requisition is required.***

- ☐ Enter requisition to your T number for round trip mileage x .52 to obtain the dollar amount of reimbursement. Mileage from campus locations to common destinations is available on the Mileage Chart. If your destination is not listed here or you are leaving from your home you must use Google Maps to determine your miles for reimbursement.
- ☐ Print off the map results and include with your TR-1.
- ☐ After purchase order has been received, and **only then** may you complete travel.
- ☐ Complete Tr-1 and submit with Google Map print out if mileage chart was not used to Travel Services.

TR-1 Completion

Upon completion of your trip, you must submit any expenses for reimbursement using a TR-1 form. Expenses are itemized for each day of travel and the TR-1 must be signed by you and your supervisor. Original receipts for all amounts, **except meals**, requested for reimbursement must be attached to your TR-1. TR-1 instructions can be found here. Receipts may include the following

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Car Rental
- Taxi
- Misc. items purchased while traveling. A detailed explanation of these items is required.
- Parking
- Checked baggage fee. ATU will only reimburse for the first checked bag.
- Google Map hard copy.

Meal Reimbursement Without an Overnight Stay

Under certain circumstances ATU will allow for meal reimbursement without an overnight stay. You must complete the following steps to request reimbursement.

1. Prior to your day travel, you must enter a requisition to your T Number for no more than 75%of the GSA per diem limits for the city you will be visiting.
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University by completing the Day Travel Without Overnight Stay Form.
4. This form including approval signatures must accompany your signed PO and a printout of GSA rate for your city and be submitted to Travel Services.

Student Travel

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

Below you will find the necessary links to process requests, book your travel needs, and comply with student travel guidelines at ATU. Faculty, staff, and students are responsible for following all travel guidelines within their department.

Resources

Driver Authorization Form

Agency Travel Process

Registered Student Organization (RSO)

If you are traveling for a Student Organization, please refer to the links below on how to book your travel, how to register through the Link, who is the responsible party while on the trip, and the rules associated with traveling for university-related trips. The below student acknowledgment should be signed when booking your travel.

http://www.atu.edu/rso/docs/TravelEventRegistrationGuide.pdf
http://www.atu.edu/rso/docs/StudentAcknowledgementForm.pdf

Non-Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students accompany them. The sponsor/instructor must complete a Travel Requisition to BOA for lodging, meals, rental car (if applicable) by estimating expenses for the entire group. A written explanation of the activities for these individuals should be noted on the Travel Requisition in the document text field. If needed, a Travel Requisition can be completed to the sponsor/instructor's T Number for a group cash advance and is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Student group travel may be used only for off-campus events and is restricted to students and official faculty/staff members only.

Example of Student Travel

Before your Trip:

- A student must be accompanied by a University employee to act as a sponsor for the trip.
- Electronic ***requisitions*** are issued to the student for meal reimbursement and to the sponsor for any reimbursable required for the trip with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order and contain the following information.

First requisition is to the student and is entered using his/her T number as the vendor.
Vendor: Jane Doe (T Number)
Who: Student Jane Doe
When: December 1-3, 2023
Where: Hot Springs, AR
Why: Skills USA Conference
What: Meals: $65.00
Lodging: Sponsor paying R129555
Total: $65.00

Next, do another requisition for the sponsor.
Vendor: John Smith (T Number)
When: December 1-3, 2023
Where: Hot Springs, AR
Why: Sponsor for Jane Doe, student to Skills USA Conference
What: Lodging for 2 people, $350.00 for 3 nights, student Jane Doe R129554
Meals: $65.00
Mileage: $61.32
Total: $476.32

Traveling with students using a Travel Card

- Enter an electronic ***requisition*** with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order.

  An example of how to do a requisition when using a Travel Card with student group.

  Vendor: Bank of America(T01007859)

  Who: John Smith and 6 Students
  When: December 1-3, 2023
  Where: New York, NY
  Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond
  What: Meals: $400.00 (meals receipts have to be itemized)
  Lodging: $1500.00 (zero balance)
  Baggage: $350.00
  Taxi: $250.00
  Parking: $30.00
  Total: $2530.00
- You may get a Cash Advance for meals when traveling with students. 90% of total of meals (i.e. 90% of $400.00 cash advance is $360.00).
- Enter a requisition to the sponsor that is traveling with students as the vendor.

  Vendor: John Smith
  Who: Sponsor, John Smith
  When: December 1-3, 2023
  Where: New York, NY
  Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond
  What: Cash Advance for student meals
  Total: $400.00

During your trip:

- ***Keep all original receipts***, must be itemized for reimbursement. Include Conference agenda/program documentation. Proof of registration stating the amount paid. Make sure the lodging has a zero balance. If you share a Lodging or taxi, you must provide proof of payment by splitting the expense.

After your trip:

- Make copies of all your receipts for your records.
- Submit all original itemized receipts for reimbursement (airfare, lodging, meals, taxi, parking, registration, and baggage).
- Complete a TR1 attaching the itemized receipts for reimbursement expenses.
- Attach a Non-State form if it is for Students or Non-State employee of the University.
- Turn in TR1 to Travel Services with original signatures of Traveler and Supervisor on TR1 and along with a Departmental copy of Purchase Order with signature.
- You will need to do a Travel Card Transaction Log if you used a Travel Card for your travel expenses.

Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students in fundamentals of a competitive sport and direct team strategy accompany them. Group travel may be used only for off-campus athletic events and is restricted to team members and official staff members. See the Athletic Travel Page for the most up to date Athletic Travel procedures.

COMPLETE THESE STEPS FOR ALL ATHLETIC TEAM TRAVEL.

1. Plan ahead! Notify Travel weeks in advance to ensure that your TCard is approved for team meals. Travel must request this permission from AR Department of Finance Office of Accounting. Remember: Tips are limited to 15% on meals unless automatically added by the restaurant.
2. Request permission for any rental vehicles from travel@atu.edu. One blanket permission may be used per team per season.
3. Contact your administrative support as soon as the schedules are posted for your sport to plan requisition entry and TCard limit needs.
4. Secure purchase orders for each of your required trips.
5. Complete your travel.
6. Retain all receipts during travel **including meals**. All charges placed on the TCard require original receipts to be submitted
7. Pay attention to the monthly TCard statement notice emails. You will receive an email notification around the 16th of each month reminding you that TCard statements are available and logs are due.
8. Access your TCard statement via Global Card Access.
9. Complete TCard logs per these instructions.
10. Email the Excel log totravel@atu.edu with your Last Name, Month, and TCard Log as the subject of the email.
11. Submit signed TCard log with all required receipts, Non-State Form, team roster, justification of any purchases such as laundry detergent for team jerseys, and signed purchase orders to administrative support for Athletic Director's signature and submission to Travel Services.
12. Repeat steps 5-8 for each subsequent trip.

COMPLETE THESE STEPS FOR ALL ATHLETIC RECRUITING TRAVEL.

1. Notify Travel weeks in advance to ensure that your TCard is approved for team meals. Travel must request this permission from AR Department of Finance Office of Accounting. Remember: Tips are limited to 15% on meals unless automatically added by the restaurant.
2. Request permission for any rental vehicles from travel@atu.edu. One blanket permission may be used per coach per recruiting season.
3. Secure purchase orders for each of your required trips.

4. Complete your travel.
5. Retain all receipts during travel **including meals**. All charges placed on the TCard require original receipts to be submitted
6. Pay attention to the monthly TCard statement notice emails. You will receive an email notification around the 16th of each month reminding you that TCard statements are available and logs are due.
7. Complete TCard logs per these instructions.
8. Email the Excel log to travel@atu.edu with your Last Name, Month, and TCard Log as the subject of the email.
9. Submit signed TCard log with all required receipts and signed purchase orders to administrative support for Athletic Director's signature and submission to Travel Services.
10. Repeat steps 5-8 for each subsequent trip.

ATHLETIC TRAVEL RESOURCES

Tcard Log Instructions and Checklists

Driver Authorization Form-Must be completed by each staff member prior to driving on ATU business. Either driving a rental or claiming mileage reimbursement.

TCard Log

WEX Cards-WEX cards may be used to purchase fuel for rental vehicles only. Funds are not encumbered prior to purchase but will charge to your budget once monthly upon reconciliation.

Vehicle Rental Instructions

Limits for Meals and Lodging

Travel reimbursement for meals is not a per diem it is a meal allowance that is not to exceed the maximum per diem rates. Think of per diem rates as your reimbursement ceiling. Rates vary by location and are available here. Original receipts are not to be turned in with your TR-1 for meal reimbursement. Reimbursement per diem limits are reduced on the first and last days of travel to 75% of the total. Please be aware of this when planning your meal reimbursements on your requisition and completing your TR-1. GSA rates are available at and are updated yearly as per diem rates change.

Example: Travel to Memphis, TN October 15-19, 2023. Access the GSA website and select Tennessee from the drop down and then key Memphis in the City field. Click Find Rates. Scroll down the Meals and Incidentals Rates and Breakdown.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Memphis	Shelby	$69	$16	$17	$31	$5	$51.75

Here you see your daily total at $69 and your first and last day of travel total at $51.75.

You may claim the $51.75 on October 15 and October 19

You may claim the $69 on October 16-18.

Use of Travel Agent

The use of a travel agency is allowed, but not required when booking domestic or international travel arrangements. However, it is encouraged when booking more complicated international itineraries.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements.

Expenses for Non-State Employees and Official Guest

A volunteer, student, GA, non-state employee, or an official guest must have a Non-State Form turned in with their TR1 with original signatures for reimbursement from state funds.

University Agency Travel

See the current Agency Travel Procedure here.

Board Member Travel Reimbursement

Travel expense reimbursement to Arkansas Tech Board of Trustees members is authorized and governed by ACA 25-16-901-908. When it is required of a board member to perform separate duties in connection with the official business of the agency and these duties are required at times other than

official board meetings, then expense reimbursement will be allowed if approved by the board in accordance with ACA 25-16-902.

The expense reimbursement for board or commission members shall not exceed the rate established for state employees. The University President may, for the convenience of the board members, pay for their meals and lodging when on official business for the state, and claim reimbursement for their expenses on a TR-1 form or equivalent.

Moving Expenses

Faculty and staff moving expenses are subject to the following guidelines. See Travel Policy page 7 for complete details and restrictions.

1. $5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Travel, including lodging to accommodate immediate family members but **not** meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading

Non-Allowable Costs. The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Meals
3. Additional insurance coverage over and above the normally carried by commercial moving companies.
4. Moving of household effects from an address other than the home address from which the individual is moving.
5. Any subsequent moves from temporary to permanent housing.
6. The movement of recreational vehicles, boats and other items not normally used in the home.
7. Payment to self or friends/family of employee if employee elects to move himself/herself.

The following steps should be followed by supervisors when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:
    a. Name and phone number of employee moving.

b. Quote number.
c. Date of move and any details needed to ensure successful move.
d. Copies of three estimates, if not using the University contracted moving company.
    i. If the employee is using the University contracted mover then a written quote should be submitted to assure that it is within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
    ii. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

1. Dean requests reimbursement allowance from Academic Affairs.
2. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
3. Dean completes and approves Moving Reimbursement Request Form and forwards to person who will enter travel requisition for reimbursement expenses.
4. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
5. Travel retains a copy for TR-1 reconciliation.
6. Faculty member who is moving completes a TR-1 and submits it along with all receipts to department for approval signature, once approved the TR-1 is forwarded to Travel Services.
7. Travel Services forwards a copy of TR-1 and approval form to Payroll.
8. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.
9. Travel Services processes the TR-1.
10. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

State Travel Card Usage

As mentioned on page 2, travel cards are one way that arrangements may be purchased. The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official travel, including local travel. Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. As an institution of higher education in the state of Arkansas, Arkansas Tech University has the responsibility of and is required to report to the Chief Fiscal Officer of the State and the Division of Legislative Audit incidences of fraud and/or theft as required by law.

The travel card (TCard) is intended for official state travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses.

It is a State sponsored credit card used for making purchases related to official University travel such as:

1. Airline tickets.
2. Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
3. Conference registration fees. PCard may also be used.
4. Lodging-present a personal credit card for incidentals upon check-in.
5. Parking.
6. Rental car.
7. Taxi, shuttle.

Non-Allowable Charges include:

1. Personal purchases of any kind.
2. Airline tickets purchased for family members with plans to reimburse the University at a later date.
3. First class airline tickets.
4. Preferred airline seating assignments or boarding positions.
5. ATM charges.
6. Alcohol.
7. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
8. Incidental Hotel Charges-movies, laundry, etc.
9. Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
10. Purchases paid for with Agency Funds. See Agency Travel Procedures here.
11. Goods or services that should be purchased using an ATU Procurement Card
12. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard. A full-time employee who travels frequently and/or travels with students may become a cardholder with approval from his or her department and V.P. If you would like more information about Tech's TCard program, please give us a call at 356-6209. Additional information can be found in the Travel Policy page 10 and at https://www.atu.edu/travel/tcards.php.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis to those traveling with student groups and must be over $100 in value. Individual travelers are not subject to receiving a cash advance for domestic travel. Itemized receipts are required to be submitted upon return.

Travel Advance for travel within Arkansas: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel within the Continental United States: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel outside the Continental United States: The traveler and/or group is allowed to request up to 75% of anticipated travel expenses, less airfare and lodging, if traveling to a destination where access to the Sponsored Business Travel Card (SBTC) or other electronic means of accessing funds is not available. If access is available, then the traveler and/or group is only allowed to request up

to 50% of anticipated travel expenses less airfare and lodging. Travel expenses for airfare and lodging should be direct billed to the agency using the Sponsored Business Travel Card (SBTC).
Travel advances for student/client/group activities may be made for 90% of the anticipated expenses. Requests for Cash Advance shall be made by completing a requisition to the traveler's T number and agreeing to terms of the Travel Cash Advance Agreement Form.

Repayment of travel advances will be made according to the following guidelines:

a) A Travel Reimbursement form, TR-1, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-1 or equivalent to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the Travel Advance Fund.
b) Anyone who has been issued a Sponsored Business Travel Card (SBTC) and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the Travel Advance Fund.
c) If the traveler is no longer employed by the issuing organization and the travel advance has not been repaid by the borrower, the debt will be forwarded to the proper unit within the University for collection.

Quick Reference

Travel Do's and Don'ts	
Do	**Don't**
Begin planning your travel as soon as possible and enter all required requisitions.	Travel without having a PO in place.
Keep all receipts for all expenses listed on your TR-1 except meals and submit to Travel Services.	Submit reimbursement request for tips for personal services such as taxi or laundry service.
Request Travel Administrator approval for rental car at least 24 hours in advance.	Pay for another state employee's travel expenses.
Have all POs submitted with your TR-1 and TCard log signed by your supervisor.	Claim reimbursement for meals provided by a conference.
Submit TR-1 only after signed by **both** traveler and supervisor	Book your own international travel arrangements, these must go through the Travel Office.
Remember all requisitions must travel through the electronic approval process before a PO can be issued so plan ahead.	
Make sure drivers of 12 passenger and up rental vans are 25 years of age.	
Provide a copy of your conference agenda and registration form with your TR-1 or TCard log.	

ARKANSAS TECH UNIVERSITY

Banner Application Navigator Procurement Requisition Entry Manual

Business Services
purchasing@atu.edu
479-968-0269

OVERVIEW

Online Requisitioning. Procurement requisitions are detailed in this manual. See Travel Requisition Entry Manual for Travel requisition entry details.

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a procurement requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Procurement Text Entry

Use the Procurement Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Procurement Text' from the 'Option' menu and perform a 'Next Section' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total

I. THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

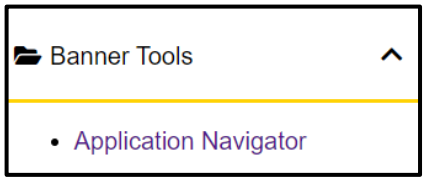
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options:

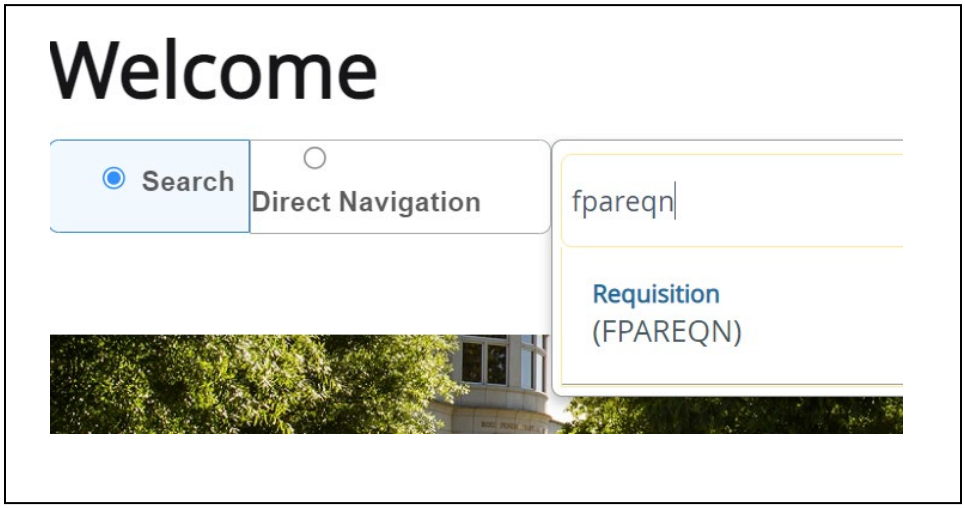
	• Click on the **Next SECTION** button for a new requisition. Banner will assign a new requisition number after the vendor is chosen • Use the **COPY** feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	Enter three things: • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	Enter the correct vendor code, if known, or search (**FTIIDEN)** to locate. If the vendor that you need is not in the system, please complete a Request for New Vendor Form or contact Procurement.
4. Commodity SECTION	Enter the following information: • Leave the commodity code blank for all Procurement requisitions. Commodity code is only used for Travel requisitions and is always 704100.
5. Accounting SECTION	Most of the data will populate these fields based on the user's security profile. The **Account Code** will always have to be entered. Change other data as necessary.
6. Balancing/Completion SECTION	There are two choices to consider: • **Completion** – this will send the Requisition to the approval process. • **In Process** – Do not use the In-Process option for your entry.

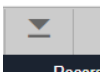
REQUISITION PROCESSING

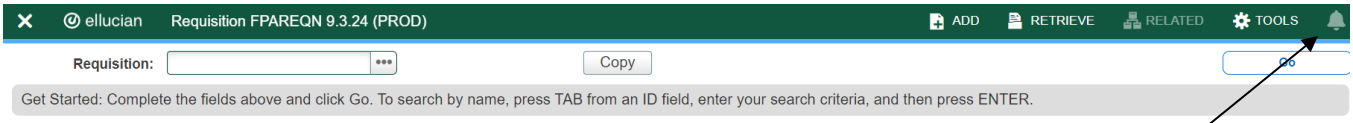
Open Application Navigator located under Banner Tools on OneTech.



Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field. **FPAREQN** begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.



There are three Options from the Requisition Form. Click **NEXT SECTION**  located at the bottom left corner of the screen to create a new requisition number, enter a current requisition number to modify an incomplete requisition or click the **COPY** icon to create a new requisition from an existing one.

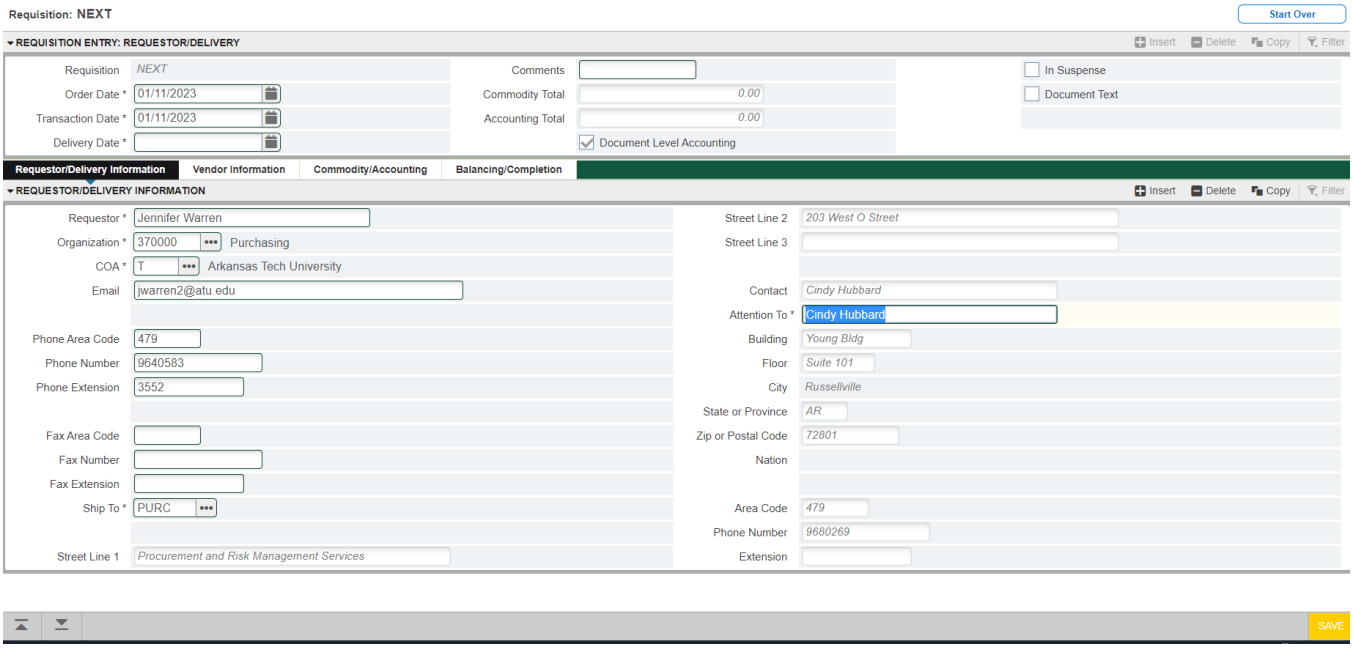


The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process your requisition. If you see this message, **<u>stop and proceed only after a budget transfer has been completed to fund the FOAP.</u>**

II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** must be completed. Use **TAB** to navigate through the form.



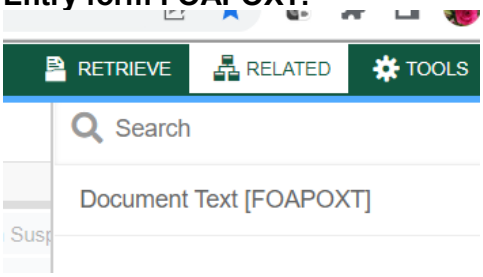
1. **Order Date**: REQUIRED. Today's date automatically defaults.
2. **Trans. Date**: REQUIRED. Today's date automatically defaults.
3. **Delivery Date:** REQUIRED. Enter a realistic delivery date that the commodities on this requisition are to be delivered. If the delivery date is in the same month as the Order Date, you can enter just the day and press the TAB key to complete the date. The date must be reasonable and the same or later than the transaction date. The Delivery Date must be entered in a **MMDDYY** format.

4. **Requestor Field**: REQUIRED. Enter the requestor's name. Defaults to user based on security profile.
5. **COA Code:** REQUIRED. Chart **'T'** will default, which is for Arkansas Tech University.
6. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field.
7. **Email:** Enter your email address if not automatically populated.
8. **Phone:** Enter your telephone number if not automatically populated.
10. **Ship to**: REQUIRED This is the code representing the physical location for delivery. Enter the correct '**Ship To'** code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email Procurement.
11. **Attention To:** REQUIRED. If blank, enter the name of the department requesting the purchase.

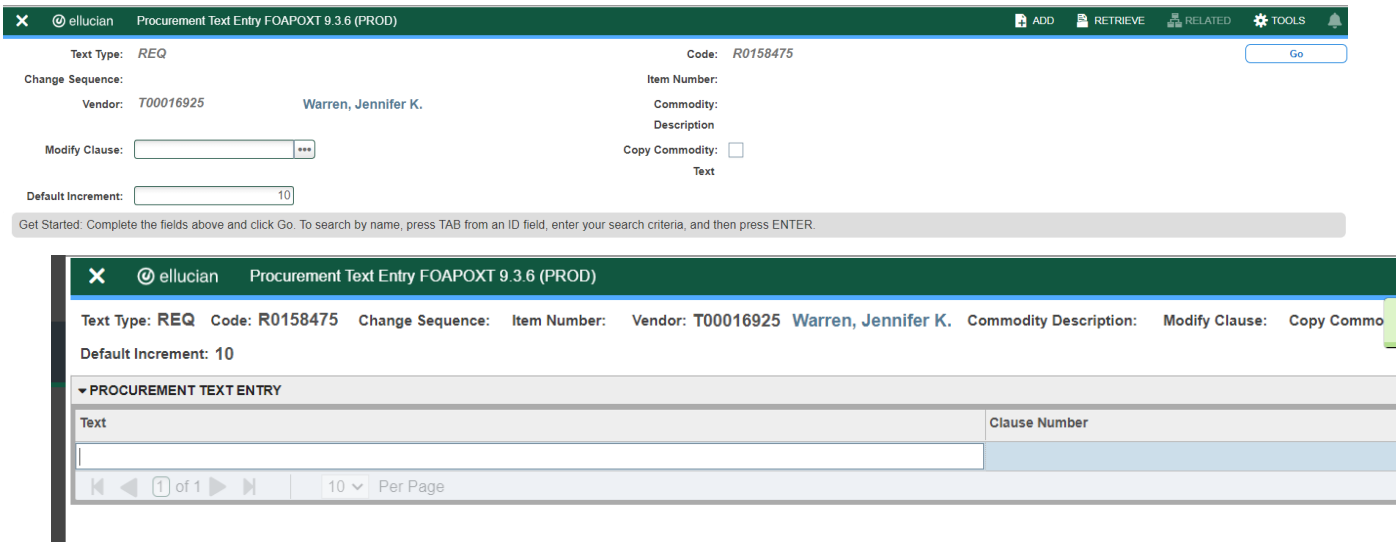
III. Adding Document Text

The **Document Text**

1. Click **Related** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT.**



2. Click the **'NEXT SECTION'** icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.



3. Once you have completed the **Document Text**, click on the **Save** icon located at the bottom right of the screen to retain the notation.
4. Click on the **Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN.**

Click **“NEXT SECTION**” to proceed to the Vendor Information form.

Requisition: R0158475

Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Insert Delete Copy Filter

Requisition	R0158475	Comments			In Suspense
Order Date	01/12/2023	Commodity Total	0.00		Document Text
Transaction Date	01/12/2023	Accounting Total	0.00		
Delivery Date	01/12/2023		Document Level Accounting		

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

VENDOR INFORMATION

Insert Delete Copy Filter

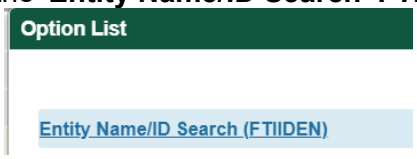
Vendor	T0136054 In2 Window and Door	Contact	
	Vendor Hold	Email	
Address Type	RA		
Sequence		Phone Area Code	479
		Phone Number	9684888
Street Line 1	DBA In2 Market	Phone Extension	
Street Line 2	113 S Arkansas Ave		
Street Line 3		Fax Area Code	479
		Fax Number	9684937
City	Russellville	Fax Extension	
State or Province	AR	Discount	
Zip or Postal Code	72801	Tax Group	STU Sales Tax under $2500
Nation	United States of America	Currency	

SAVE

IV. Requisition Entry: Vendor Information

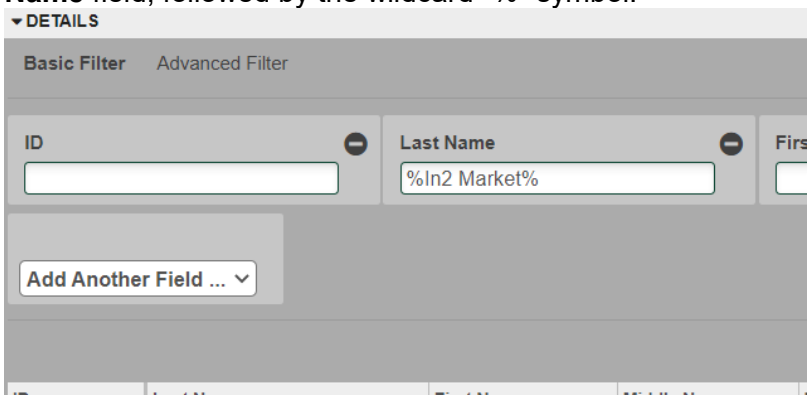
CORRECT VENDOR 'ORDER FROM' ('OF') ADDRESS FOUND

1. A vendor code is **required** to complete requisitions. Click the **Search** icon in the Vendor field to execute a query. An Options List appears.
2. Click the '**Entity Name/ID Search' FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN** form.



Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol.

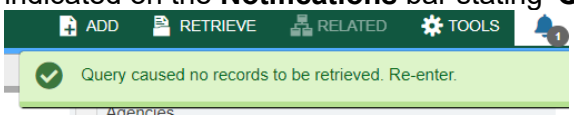


4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search.

5. Double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Notifications** bar stating '**Query Caused No Records to be Retrieved'**.



If the vendor you wish to purchase from is not in the system, please complete the Request for New Vendor Form located at https://www.atu.edu/purchasing/new-vendor-request-form.php.

V. Requisition Entry

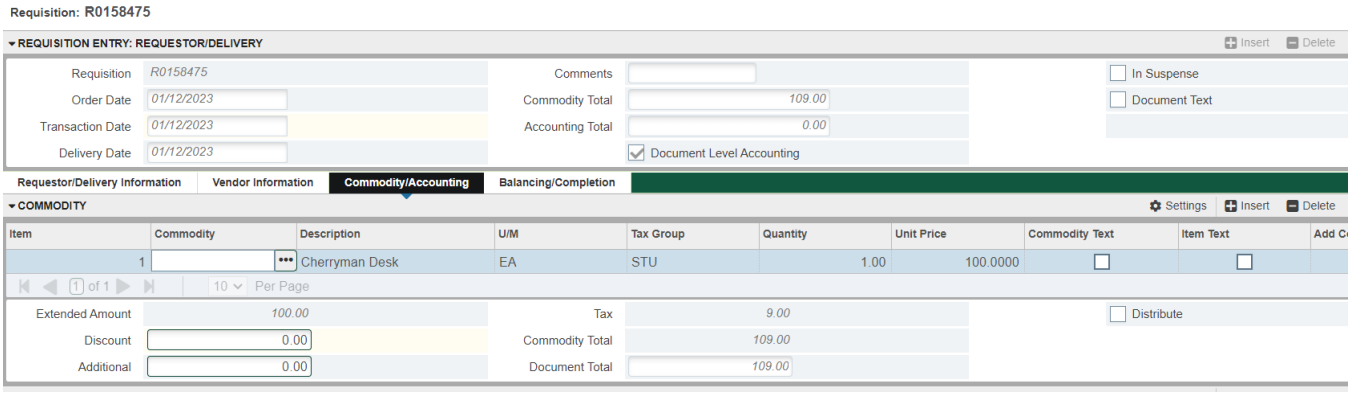
Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

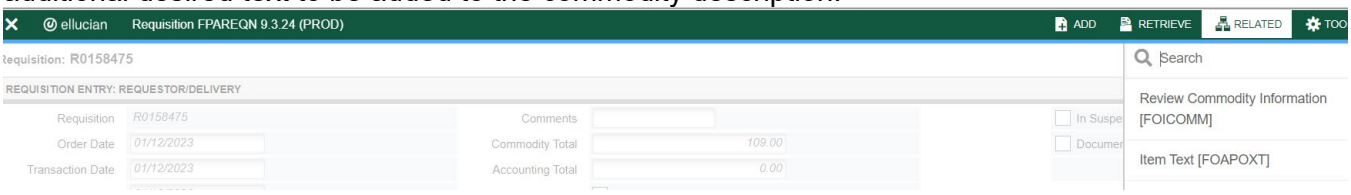
Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL's.

Complete the Description for Each Line Item. **Remember you will skip the Commodity Field for all Procurement requisitions. <u>You will only complete the Commodity Field for Travel requisitions using 704100.</u>** .

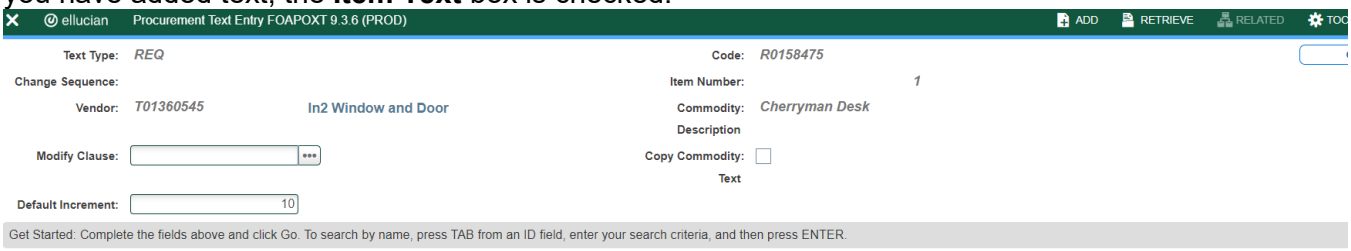


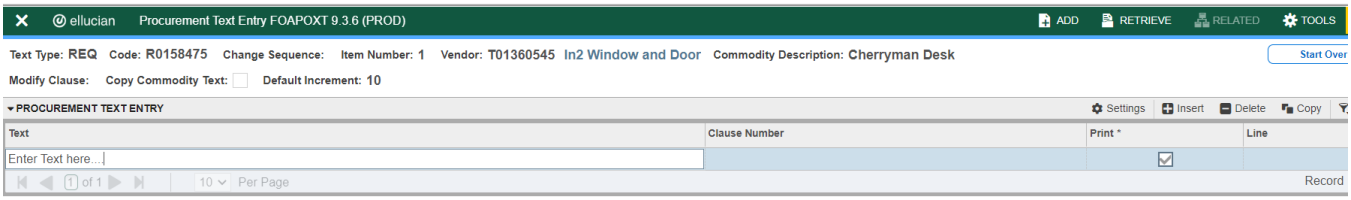
Tab to the '**DESC'** field and type the description for the item you are buying including model or product number, complete description, case packaging (6/case), etc. This field accommodates 35 spaces.

If the item description is longer than 35 spaces, additional descriptive text can be added to a commodity line by clicking '**Item Text'** under the **Related** menu. The **Procurement Text Entry** form (FOAPOXT) will be displayed. Click the **'NEXT SECTION'** icon to access the lower portion of the form. Enter the additional desired text to be added to the commodity description.

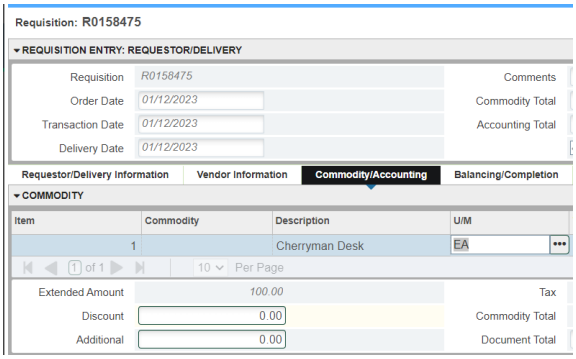


When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (**FPAREQN). If you have added text, the **Item Text** box is checked.





Tab to the **'U/M'** field. If "**EA**" is not a suitable unit of measure for this item, search additional choices by clicking the **Search** icon next to the **U/M** field and selecting the correct unit of measure from the menu by clicking twice. Tab to enter a **quantity**. Tab again to enter a **unit price**. Press the **TAB** key to extend this line item. Tab again to complete the **Ext Cost** column. Continue tabbing until the cursor returns to the '**Comm'** field.



Optional: If you need to add additional line items to your order, click the **Insert** icon or press the down arrow key to create a new commodity line. This will move the cursor to the next record, where a new commodity line item can be entered. <u>There is no limit to the number of commodity lines that you can enter on one requisition.</u> Repeat the instructions above for entering subsequent commodity lines until all items have been entered.

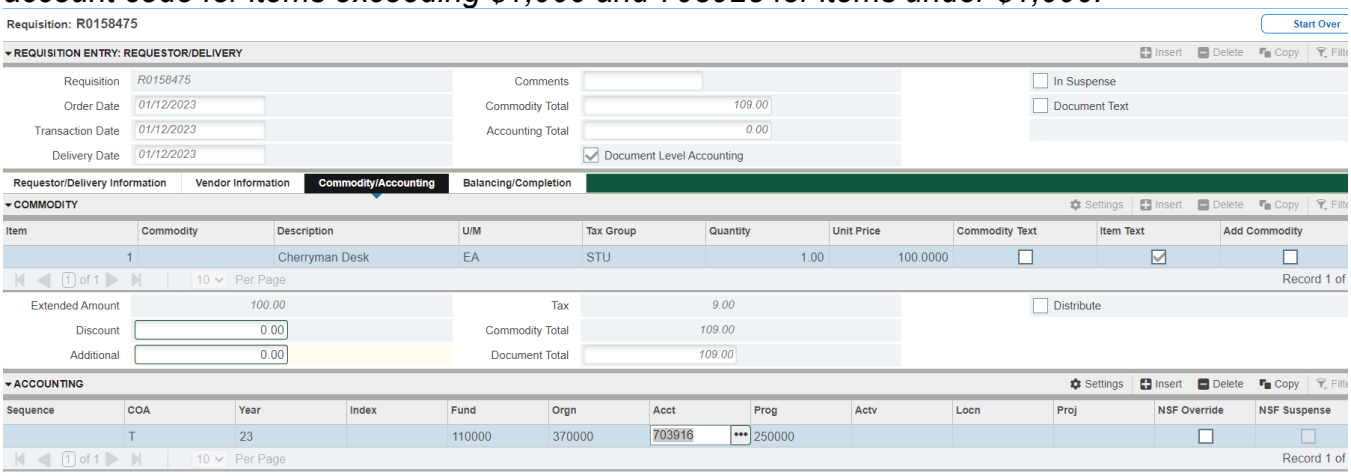
VI. Document Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided.

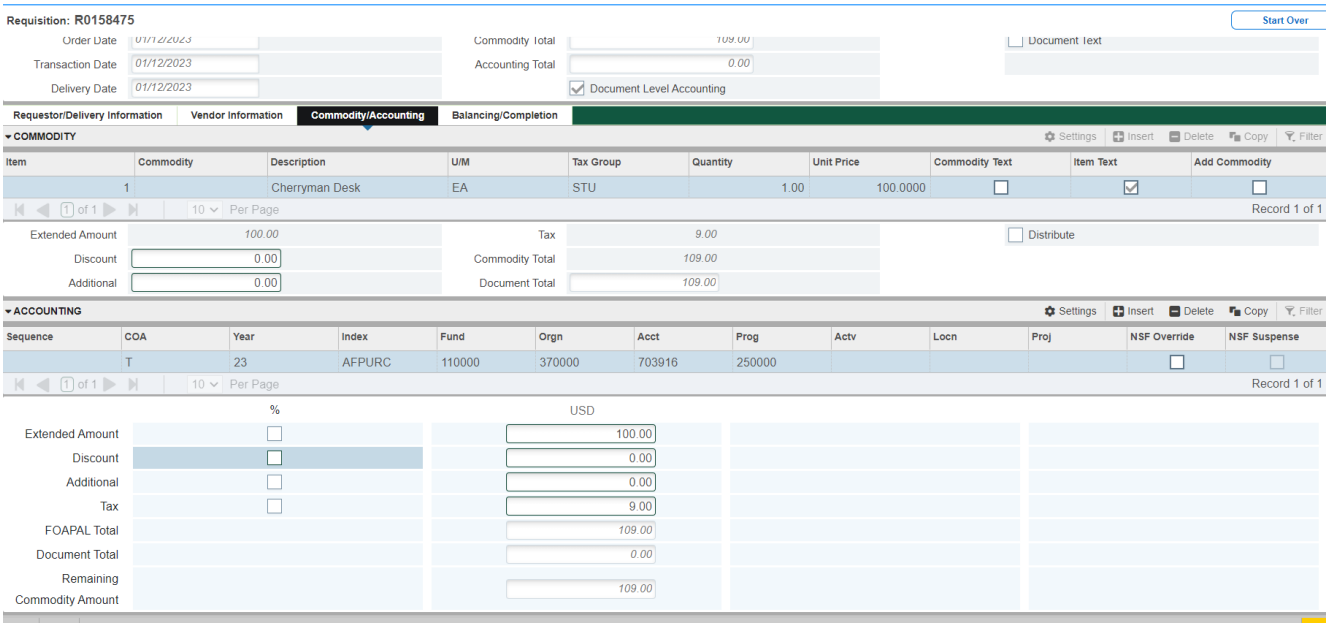
- **Document Level Accounting**: The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

Document Level Accounting
To enter the accounting distribution, click **'Next SECTION'** and then TAB. The T automatically populates the **'COA'** field. Enter the **Index** for the FOAP you are using and Tab through the Accounting Information **(FOAPAL)** fields and they will default according to your security profile. Index entry is required for each Accounting line. If you have access to more than one **Orgn**, key in the correct Index and tab and that will update the Fund, Orgn, and Prog fields.

The **Account Code** must be entered on every specific commodity on the requisition. A list of account codes has been provided for your use in looking up and choosing the correct one. *Example: If you are requesting an educational equipment order with some items exceeding $1,000 in individual price, but others below that. You will have at least two Accounting lines with 703917 as the account code for items exceeding $1,000 and 703925 for items under $1,000.*



If all items will be charged to one **FOAPAL**, tab to the **'Ext'** field in the '**USD'** column. Continue tabbing to complete the fields. Perform a **"Next SECTION**" to proceed to the **Balancing/Completion** block.



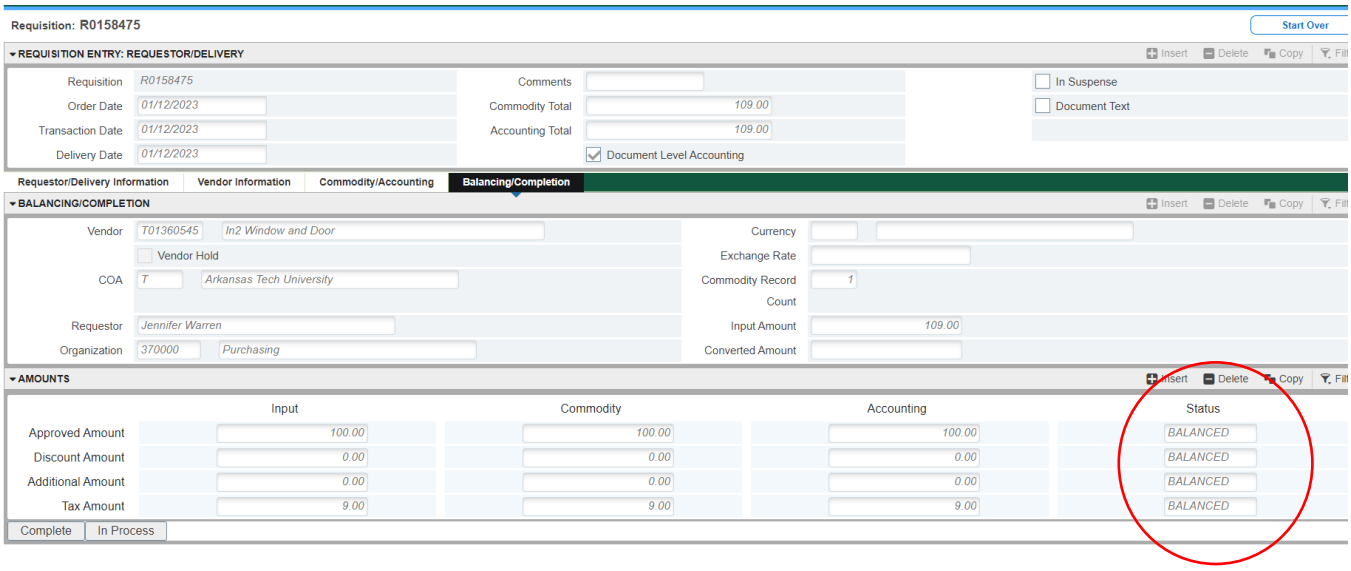
If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record'** icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the <u>percentage</u> or <u>exact amount</u> to be charged to each FOAPAL. To enter by percentage, click in the box beneath the **'%'** symbol to the right of '**Ext'**, and enter the percentage that you wish to allocate to this **FOAPAL** in the '**USD'** field. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Repeat the above steps until all applicable **FOAPAL's** have been entered and the total for all items has been allocated.

VII. Balancing/Completion SECTION

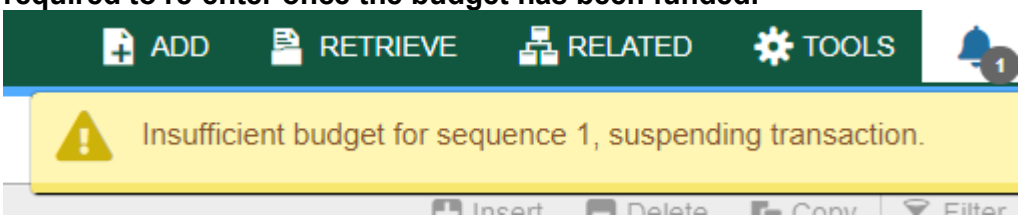
The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the '**STATUS**' field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:



Click the **'COMPLETE'** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.

If Status = COM/ACCT or any other message: Pay close attention to the notification section. If you see a notice there. Stop and correct the error before proceeding. If you see the NSF error below, stop and do not complete the requisition. Make note of the number and complete ONLY after a the budget has been funded to complete the requisition. Completing the requisition here will send it through approvals but it will be canceled once it arrives in Procurement and you will be required to re-enter once the budget has been funded.



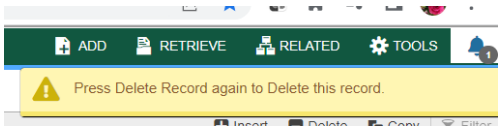
<u>Once a requisition has been completed, it can NOT be edited or changed</u>.

After the budget has been funded, return to FPAREQN and key in the requisition number and move through the sections to complete the requisition.

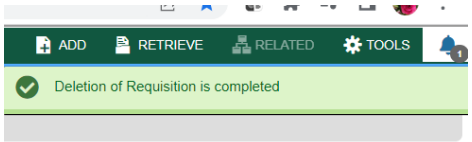
VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

1. Access the **Requisition Form FPAREQN.**
2. Enter the requisition number
3. Perform '**Next SECTION'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click **'Delete'** top right toolbar. 

5. Click **Delete** again to permanently delete this requisition. A window opens with the message **'All Commodity and Accounting Records will be deleted**. Click **OK**

6. The Status/Hint bar indicates **'Deletion of Requisition is completed'**. 

IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' **can only be cancelled by Procurement Services**. The requestor must disapprove it and then Procurement or Travel Services will delete the requisition.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items. Note: A requisition can only be copied if it has received final approval.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy, if known, or click the **'Search'** icon to select the appropriate requisition number. Use the vendor field to verity that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.

2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to remove the document from suspense and complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access field**. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.

2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.

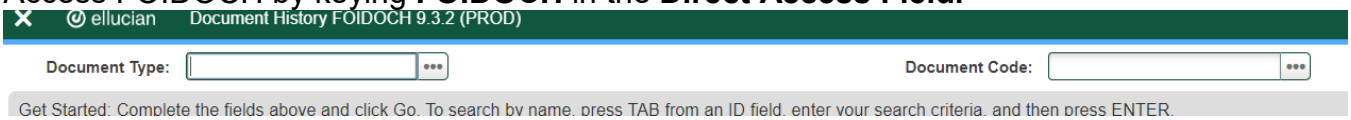
4. Click Next Block to access the Vendor Information window. Review all desired information.

5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

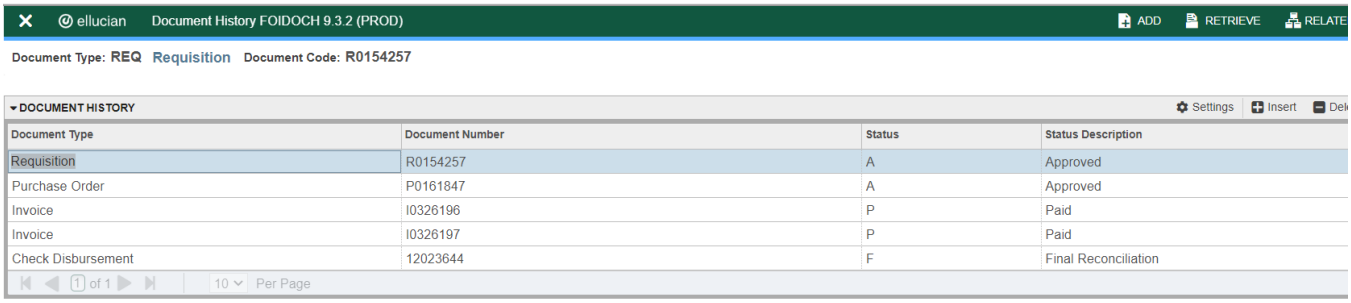
XII. Query Forms

FOIDOCH

Access FOIDOCH by keying **FOIDOCH** in the **Direct Access Field.**

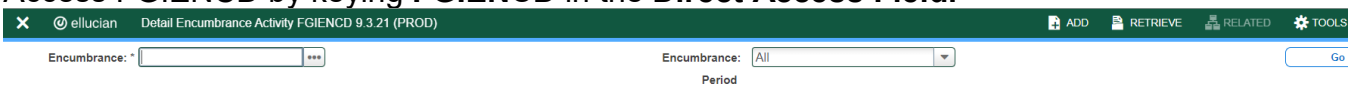


Select from the document types by clicking on the … search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and select Query Document (BY TYPE) behind the Related icon to view the details of the document.

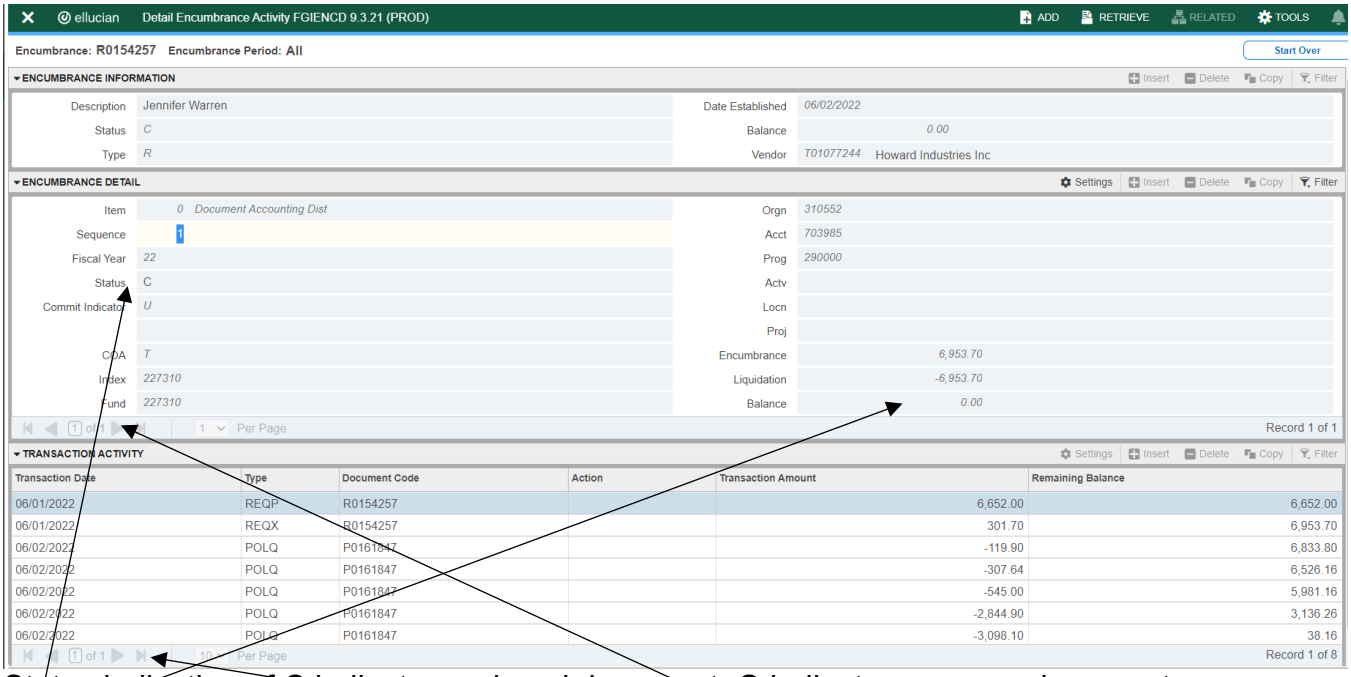


FGIENCD

Access FGIENCD by keying **FGIENCD** in the **Direct Access Field.**



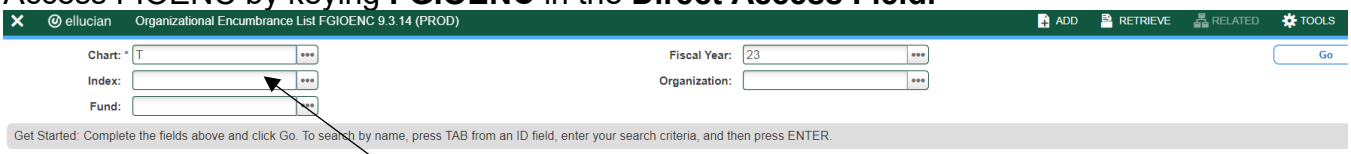
Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.



Status indication of C indicates a closed document. O indicates an open document.
Current balance can be seen here. All closed documents will have a zero balance. If multiple FOAPS have been used, you may toggle between records here.
Keying Next Section will take you to the Transaction Activity section where you can see detailed activity that has taken place. You may toggle to view multiple pages of activity here.
Close the form by clicking the X in the top left corner.

FGIOENC

Access FIOENC by keying **FGIOENC** in the **Direct Access Field.**



Key index code in the Index field and click Go or Next Section to display the current encumbrance for that index. All encumbrances will display here including payroll encumbrances.

SECTION 2

GLOSSARY OF BANNER FORMS

FPAREQN: Requisition Form, used to create purchase requisitions.

FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.

FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.

FPIREQN: Form to review existing requisitions to verify status.

FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*

FGIENCD: View encumbrance remaining on purchase order or requisition.

FGIOENC: View encumbrances remaining against a budget using Index.

FGIBAVL: View available budget using Index and Account code.

Electronic Requisition Approval Training Manual

ARKANSAS TECH UNIVERSITY

Procurement and Risk Management Services

479-968-0269

purchasing@atu.edu

www.atu.edu/purchasing

Updated April 2020

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Electronic Requisition Approval Process

The Electronic requisition approval process allows for procurement and travel requisitions to be approved efficiently using Banner Self Service. This manual details the steps necessary for approving and tracking requisitions through this process. Screenshots included were produced for testing purposes only and do not reflect actual personnel assignments. Proxy approvers are selected by approvers to complete approvals/disapprovals when the primary approver is unavailable. It is up to the approver and proxy to coordinate their work as both will receive notifications of requisitions waiting for approval. Please contact Procurement and Risk Management Services at 479.968.069 or purchasing@atu.edu with any questions. The steps below detail the process.

1. Requestor enters requisition.
2. Automatically forwarded to first approval queue. Approvers in that queue receive immediate email notification.
3. Reminder email notifications are sent out at 7 a.m. and Noon (12 p.m.) to all approvers who have pending requisitions. This includes proxies. Proxies are backup approvers.
4. Approver accesses Banner Self Service.
5. Approves or disapproves requisition.
6. **If approved** and additional approvals are required, the requisition is forwarded to the next queue and the approver for that queue receives an email notification.
7. This process continues until all approvals are granted or the requisition is disapproved.
8. Once all approvals are granted, the requestor receives an email notification that the requisition has been approved and it is forwarded to Procurement or Travel for evaluation and processing.
9. **If disapproved**, requestor receives email notification containing comments entered by disapprover and requisition is cancelled by Procurement or Travel.

Approval Limits

The approval limits listed below have been approved by the Executive Council and serve as the basis for approval routing

Approval Limits

Approved by the Executive Council and serve as basis for approval routing

Division	$1-$2,499.99	>$2,500-$4,999.99	>$5000-$49,999.99	>$50,000
Academic Affairs	Department Head	Dean	Vice President	President
Administration and Finance	Specific Area Director		Vice President	President
Advancement	Vice President			President
Athletics	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
Enrollment Management	Specific Area Director		Vice President	President
Ozark	Department Head	Chief Officer	Chancellor	President
President	Specific Area Director		Chief of Staff	President
Student Affairs	Associate Dean	Dean of Students	Vice President	President
Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.	Department Head	Dean	Vice President	President

Approval Process

Once a requisition is entered into Banner it is automatically forwarded to the first approval queue and once approved, from there it goes onto any additional queues required. The approval route it follows is determined by the dollar amount and FOAP (Fund Organization Account Program) information of the requisition. The approver listed on the first approval queue receives an email like the one below. If the requisition must travel through additional queues before final approval, notifications will be sent to those queue approvers when the requisition enters their specific queue.

Note to Requestors: Steps in requisition entry remain the same. No changes have been made to the SSB screen used for requisition entry.

Reminder notifications will be sent out twice daily at 7 a.m. and Noon (12 p.m.). Reminders will continue as long as there are requisitions awaiting approval/disapproval. It is not necessary to wait for the notification to approve/disapprove a requisition. Below is an example of one of these notifications.

Note to Approvers: Proxy approvers **will** also receive these same notifications. It will be up to the Approvers and Proxies to coordinate approval of these requisitions.

Step 1: Log into Self Service either via the Approve Documents link included in the email, or at https://onetech.atu.edu/cp/home/displaylogin. There are two ways you can access requisitions awaiting approval. The most reliable way is featured below. The other access option is detailed on page 12.

From: no-reply@atu.edu [mailto:no-reply@atu.edu]
Sent: Friday, June 07, 2019 8:56 AM
To: Deanna Kile <dkile@atu.edu>
Subject: Electronic Requisition Approval

A requisition is awaiting your approval!

Dear **Deanna M. Kile**,

A requisition created by **Tammy L. Rye** is now requiring your approval as of **08:56 AM** on **06-07-19**

The details about the requisition are listed below:

Sample Email

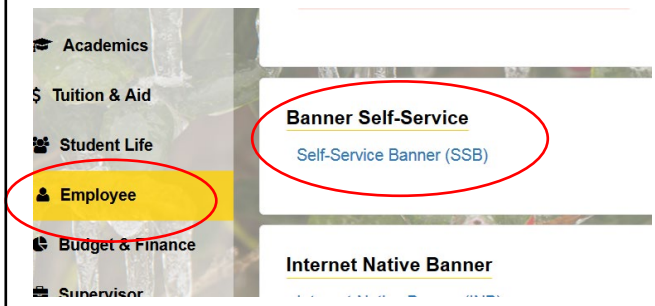
Requisition Number: **R0134497**
Originator: **Tammy L. Rye**
Amount: **$ 218.00**
Cost Center:

Index	Fund	Org	Account	Program	Percent
AFFOOD	152000	325000	703997	350000	100

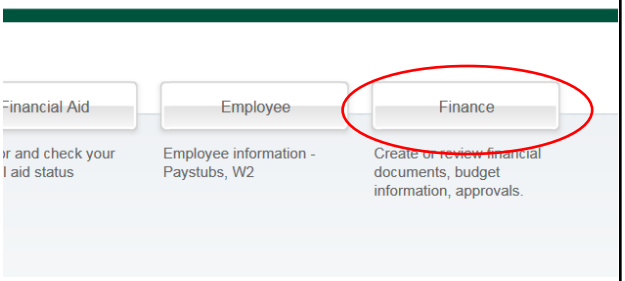
Vendor: **Compass Group USA Inc (T01000546)**

Please login to the Approve Documents section of electronic requisitions located on the Finance tab in Self-Service and respond accordingly.

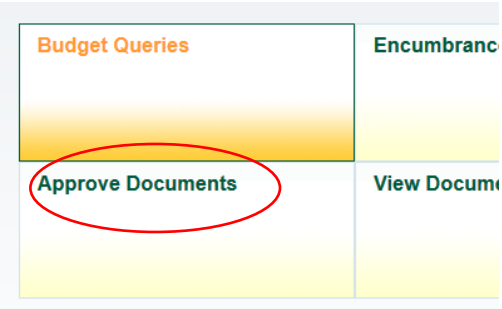
Step 2: Click on the **Employee** link



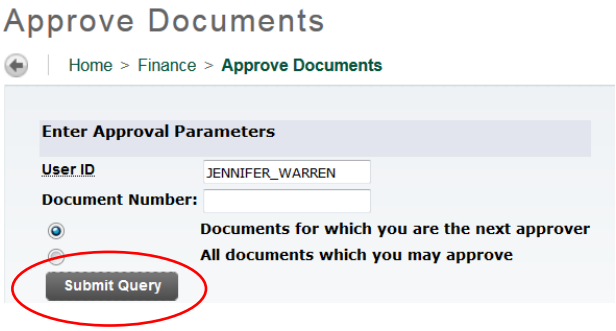
Step 3: Click on the **Finance Tab**



Step 4: Click on **Approve Documents**

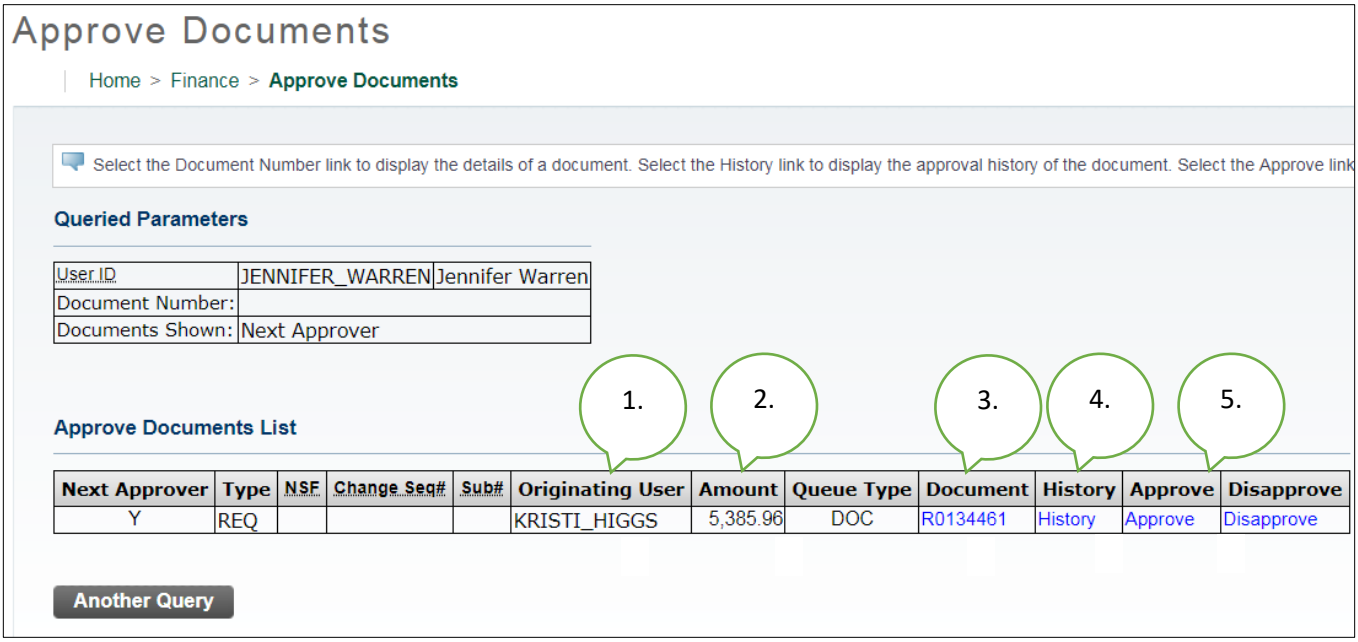


Step 5: Click on **Submit Query**



Note to Approvers: It's important to ensure that you select the **Next Approver** link rather than the All Documents link. Selecting the All Documents link will display requisitions that may not have received approval from lower level queues. Should a requisition be missing from your approval queue, please contact the requestor to inquire about the status of the requisition.

This screen will display upon clicking **Submit Query**.



From here you can see an overview of the requisition such as the

1. Person who entered the requisition.

2. Total dollar amount.

3. Requisition Number-Click on the **blue requisition number hyperlink** to display the requisition contents. An example of this information is pictured on the following page.

4. Approval History Link-Click on the **blue History hyperlink** to display (1) who has already approved this document, (2) who is required to approve this document or (3) who is able to approve this document (if multiple approvers are assigned.)

5. Links to Approve/Disapprove

Step 6: Click the blue requisition number hyperlink to view the details of the requisition.

This is an example of a Procurement requisition. Travel requisitions may vary slightly.

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0134461	May 24, 2019	May 24, 2019	May 24, 2019		5,385.96

Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Kristi Higgs		370000	Purchasing	
Phone Number:	479-968-0269				
E-mail:	khiggs@atu.edu				
Accounting:	Document Level				
Ship to:	Procurement and Risk Management Services				
	203 West O Street				
	Young Bldg Suite 101				
	Russellville, AR 72801				
Attention:	Cindy Hubbard				
Contact:	Cindy Hubbard				
Phone Number:	479-968-0269				
Vendor:	T01000027	Burris Inc			
	PO Box 309				
	113 S Arkansas Ave				
	Russellville, AR 72801-5006 United States of America				
Phone Number:	479-968-4888				
Fax Number:	479-968-4937				
Document Text:	Quote 123456789				
	5 Cherryman L Desks, Mocha Cherry				
	5 Cherryman Hutch w/ doors and tackboard				

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Cherryman Desk	EA	5	689.19	3,445.95	
				0.00	0.00	310.14	3,756.09
2		Cherryman Hutch	EA	5	279.06	1,395.30	
				0.00	0.00	125.57	1,520.87
3		Delivery	EA	1	100	100.00	
				0.00	0.00	9.00	109.00
					Total:	5,385.96	

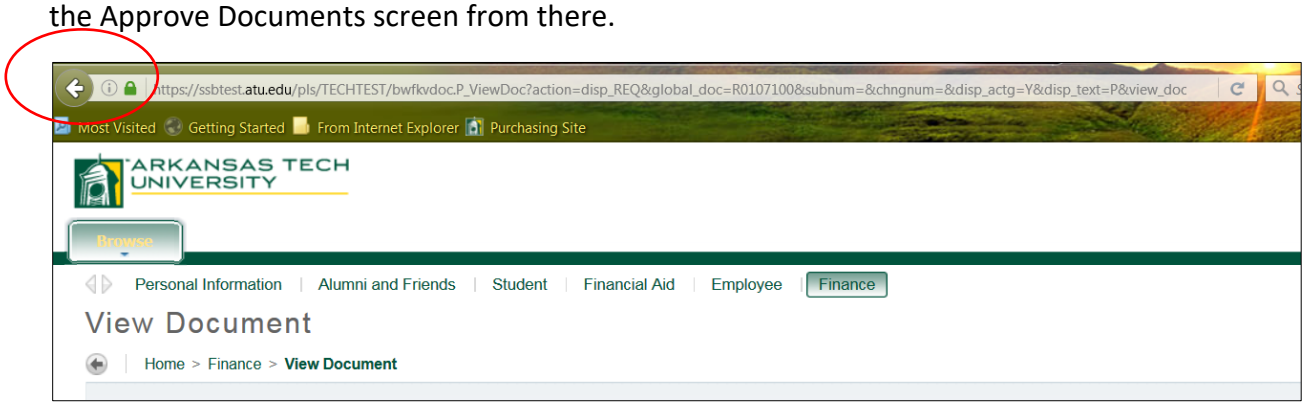
This section details each item listed on the requisition along with the unit price, extension amount, tax and total cost.

Requisition Accounting

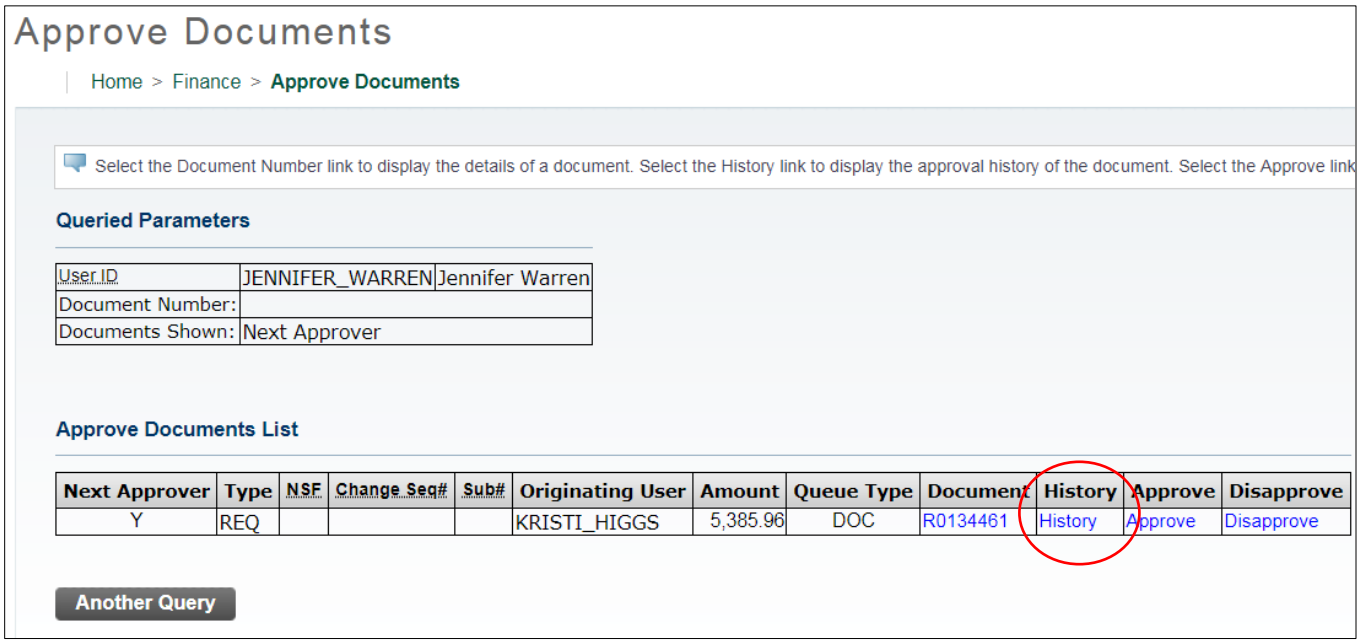
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	T	19	AFFOOD	152000	325000	703916	350000				N	N	N	5,385.96
Total of displayed sequences:														5,385.96

No Related Documents Available

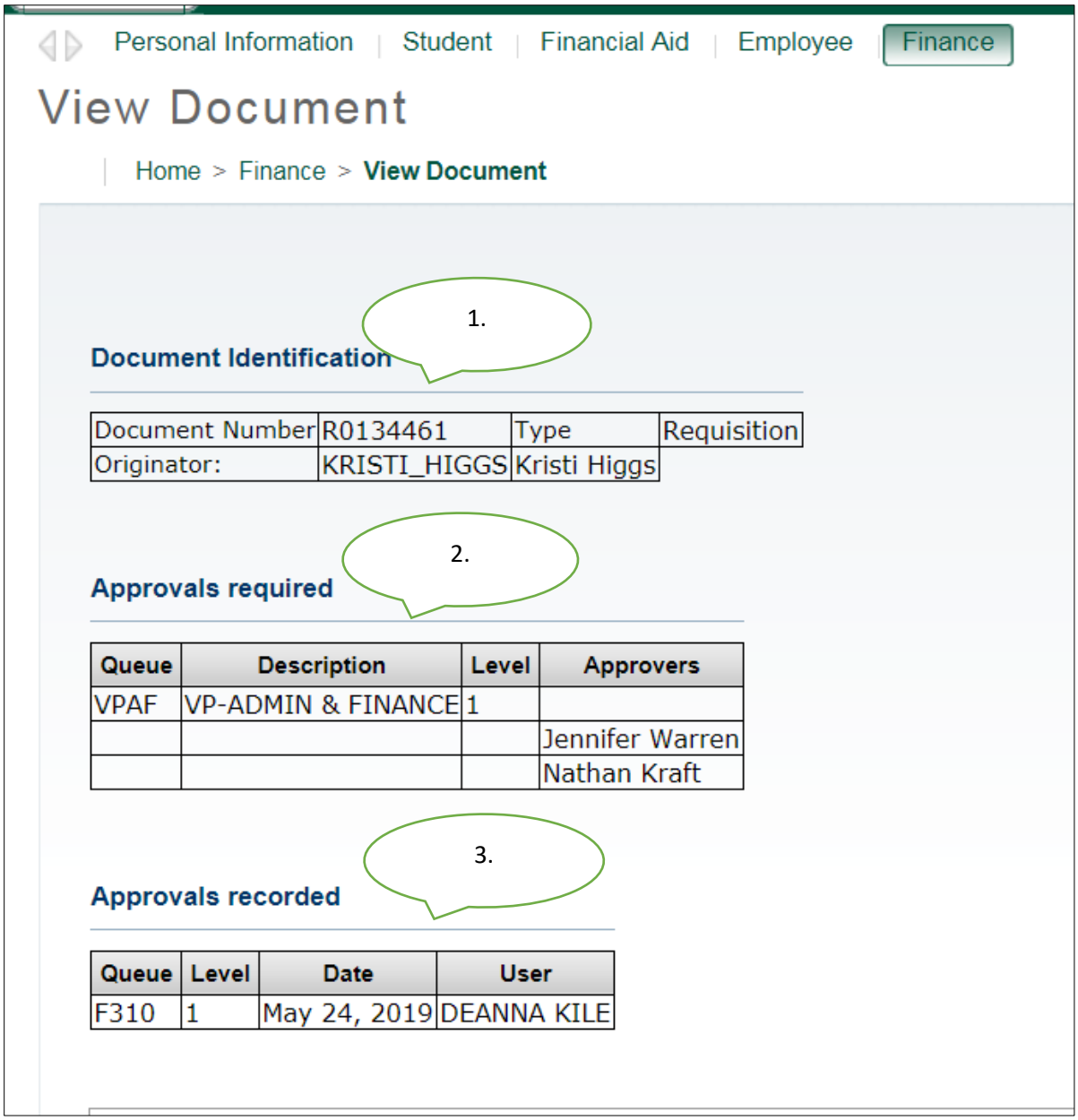
To access the Approve Documents section again, **click the browser back button**. Clicking any other button will result in being directed to the menu screen and you will have to navigate to the Approve Documents screen from there.



Step 7: Clicking the blue **History** link displays the history of approvals for the requisition.



Requistion Approval History



Personal Information | Student | Financial Aid | Employee | Finance

View Document

Home > Finance > View Document

1.

Document Identification

Document Number	R0134461	Type	Requisition
Originator:	KRISTI_HIGGS	Kristi Higgs	

2.

Approvals required

Queue	Description	Level	Approvers
VPAF	VP-ADMIN & FINANCE	1	
			Jennifer Warren
			Nathan Kraft

3.

Approvals recorded

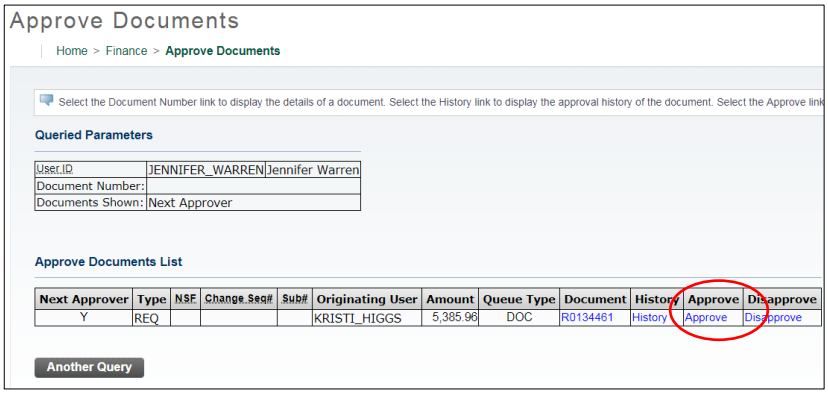
Queue	Level	Date	User
F310	1	May 24, 2019	DEANNA KILE

1. Document Identification lists the requisition number and requestor
2. Approvals required list any approval queues that have not approved the requisition.
3. Approvals recorded list any approvals queues that have approved the requisition. In our example this requisition is awaiting approval from the VP Admin and Finance queue, and has received approval from the Area Supervisor.

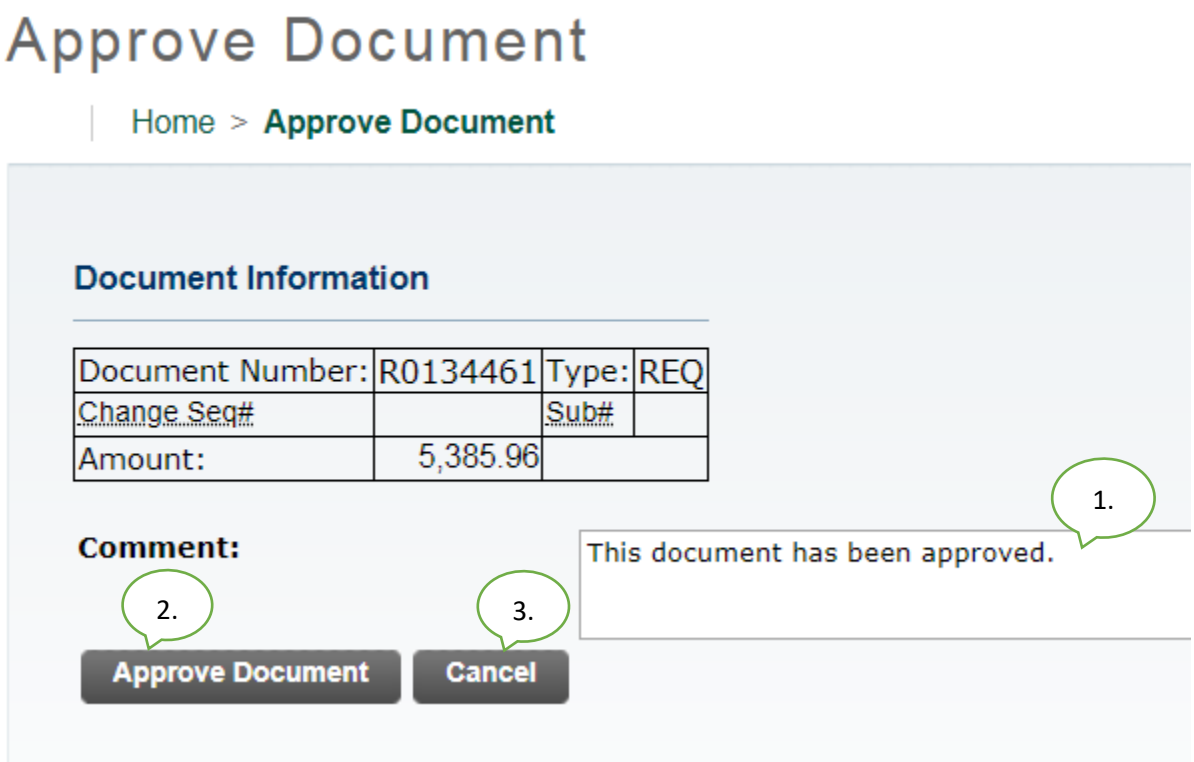
To navigate back to the approval document page, click the back arrow on your browser.

Approving a Requisition

Step 8: Click on the **Approve** hyperlink.



The screen below is displayed.



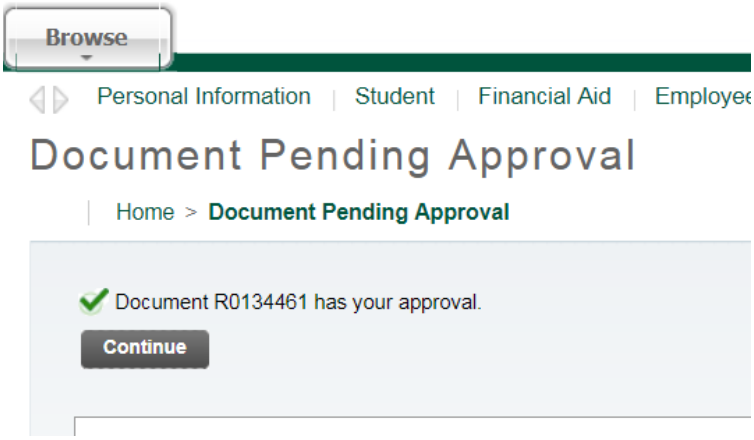
From here you can:

1. The **Comment** field will automatically be populated with the text shown above, but you are welcome to supplement or replace that standard text with a customized message.

2. Click **Approve Document** to approve the requisition. Once approved it will be removed from your list awaiting approval and you will no longer receive reminder notifications for this requisition.

3. Click **Cancel** to return to the requisition list awaiting approvals without approving this requisition.

Once approved the screen below will be displayed and the requisition will advance to the next queue, if applicable. Clicking **Continue** will take you back to the Approve Documents screen where you may review other waiting requisitions.



If your approval is the final approval necessary, the **requestor** will receive an email like the one below and the requisition will forward to Procurement or Travel for PO assignment and processing.

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Friday, June 7, 2019 8:59 AM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Approval

Sample Email

Your requisition has been given the final approval!

Dear **Tammy L. Rye**,

Your requisition has been given the final approval on **06-07-19** at **08:58 AM**

The details about the requisition are listed below:

Requisition Number: **R0134496**
Amount: **$ 52,000.00**
Cost Center:

Index	Fund	Org	Account	Program	Percent
SVRLMS	153000	434550	704100	350000	50
SVRLNU	153000	435100	704100	350000	50

Vendor: **Compass Group USA Inc (T01000546)**
Approved By: **Cynthia R. Hubbard**
Comment(s):

Date/Time	Commenter	Comment
06-JUN-19 04:32 PM	Jennifer K. Warren	This document has been approved.
06-JUN-19 10:23 AM	Deanna M. Kile	This document has been approved.
07-JUN-19 08:15 AM	Nathan L. Kraft	This document has been approved.

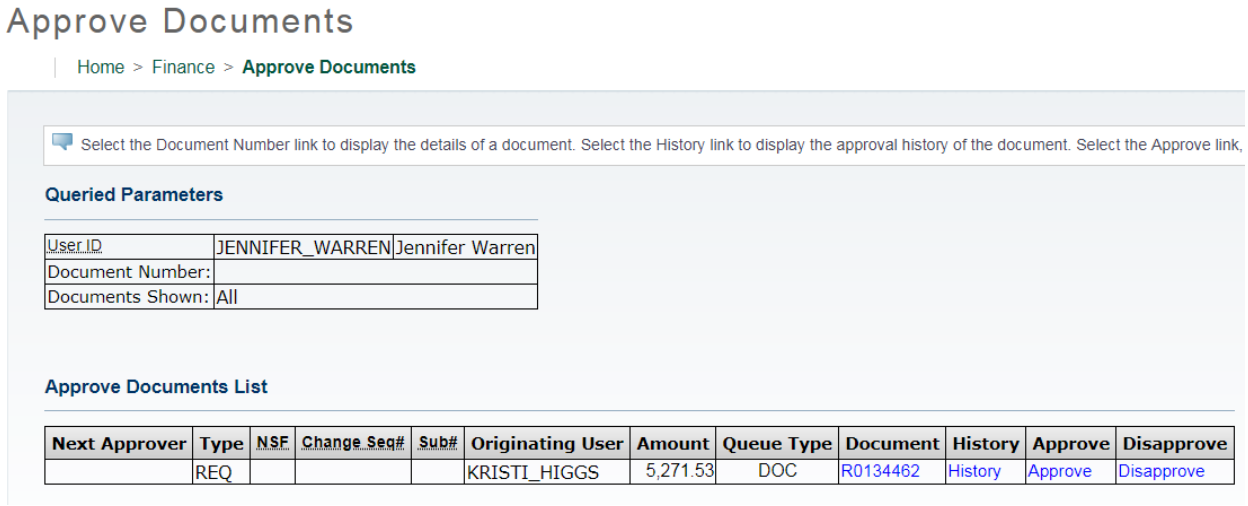
Denotes 50/50 split of requisition total between the indexes.

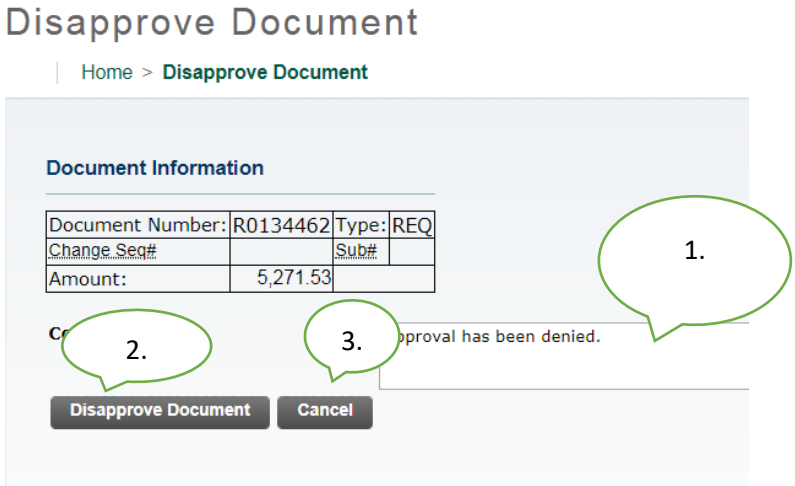
Approvals received prior to moving to this approval queue.

Disapproving a Requisition

The only way to remove a requisition from the approval process is by approval or disapproval. Should a requestor wish to remove his/her own requisition from the process he/she must disapprove the requisition. (See Page 12)

Step 9: Click the blue **Disapprove** link.

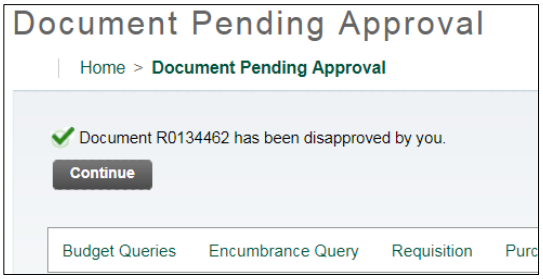




See next page for details.

From here you can:

1. Enter a message for the requestor. The **Comment** field will automatically be populated with the text shown above, but you are welcome to supplement or replace that standard text with a customized message.



2. Click **Disapprove Document** to disapprove the requisition. Once disapproved it will be removed from your list awaiting approval and you will no longer receive a reminder notification for this requisition.

3. Click **Cancel** to return to return to the requisition list awaiting approvals. Once disapproved, the requestor and Procurement will receive an email notification (pictured next page) and Procurement or Travel will delete the requisition.

A Requestor may disapprove his/her own requisition. This would be used in cases where a requisition needs to be redone due to error or a decision has been made to not proceed with the purchase or travel. (See queue errors page 13) Should it be cancelled due to a decision change, the requestor should contact the next approver to notify of the removal of the requisition from the approval process.

Sample Email

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Friday, June 7, 2019 8:57 AM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Disapproval

Your requisition has been disapproved!

Dear **Tammy L. Rye**,

Your requisition has been disapproved on **06-07-19** at **08:57 AM**

The details about the requisition are listed below:

Requisition Number: **R0134497**
Amount: **$ 218.00**
Cost Center:

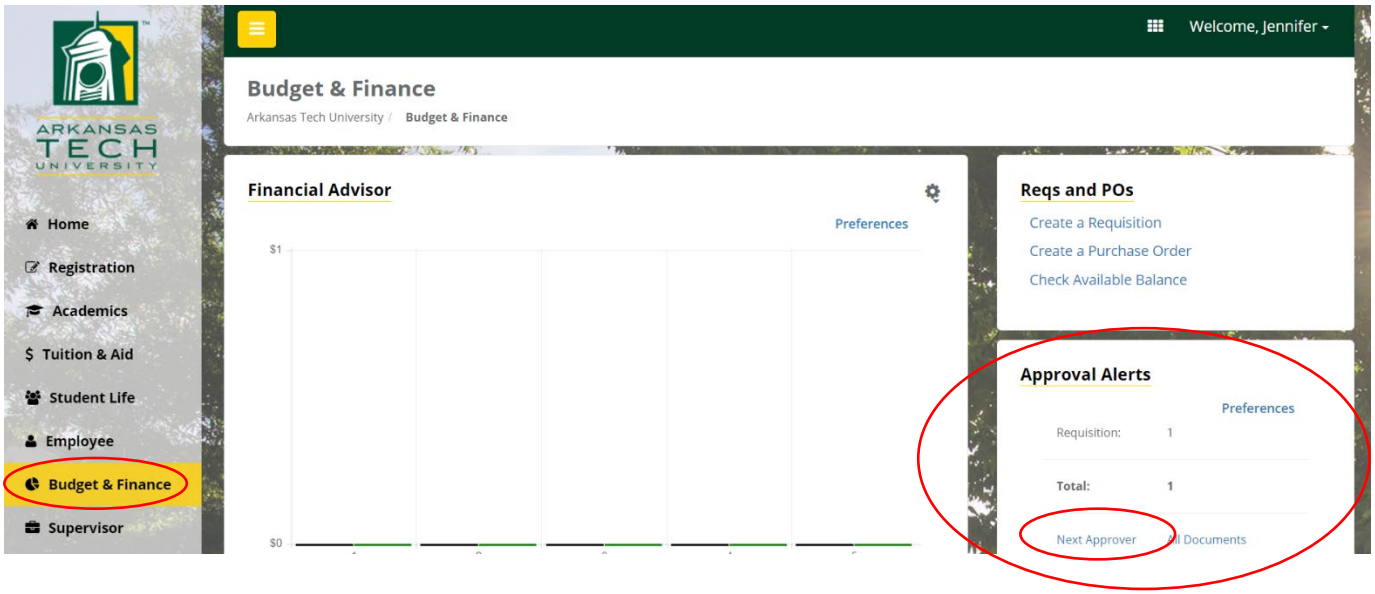
Index	Fund	Org	Account	Program	Percent
AFFOOD	152000	325000	703997	350000	100

Vendor: **Compass Group USA Inc (T01000546)**
Disapproved By: **Tammy L. Rye**
Comment(s):

Date/Time	Commenter	Comment
07-JUN-19 08:57 AM	Tammy L. Rye	Approval has been denied.

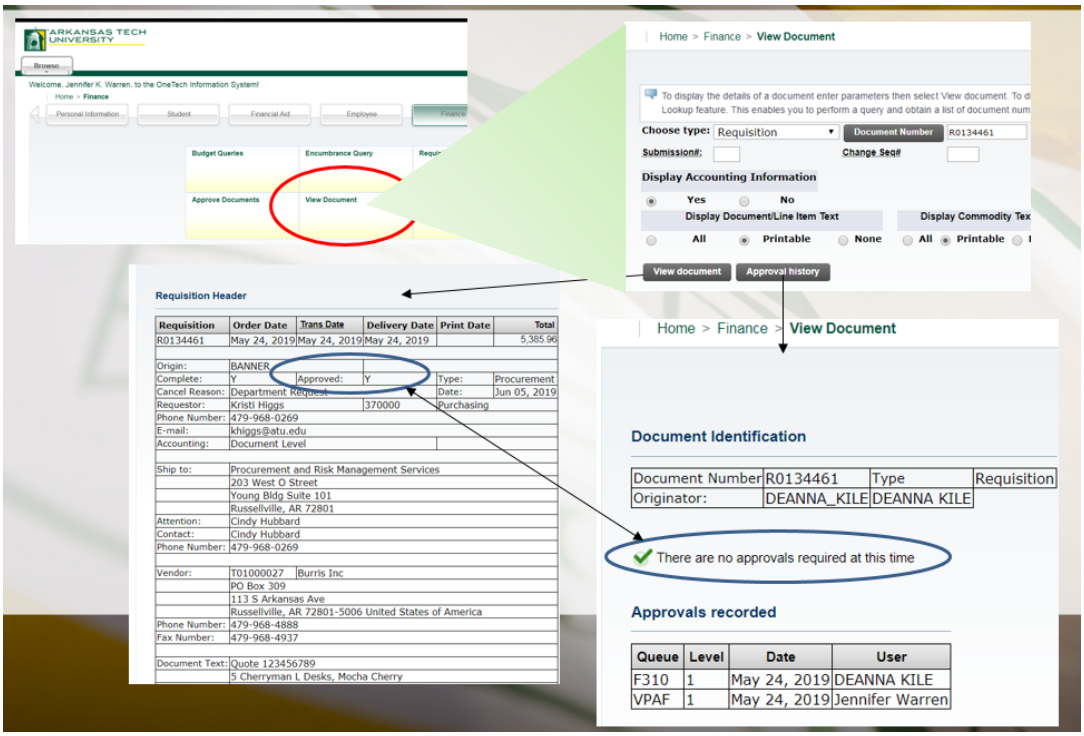
Additional Way to Access Approvals

From OneTech select Budget & Finance. Click **Next Approver**. This will take you to the Approve Documents section of Banner Self Service where requisitions requiring your approval are listed.



Viewing Status of Requisition through View Documents

The View Documents link in Self Service Banner may be used to view the details of a specific requisition and its approval history. In this example all approvals have been obtained. Should that not be the case, any required approvals will be listed in Approval History. (See page 8)



Approval Process Errors

Occasionally a requisition may encounter an error while traveling through the approval process. Should this happen the requestor will be notified by receiving one of three emails depending on the cause of the error. The instructions listed in these emails must be followed to begin the process to correct the error and obtain a completed requisition. Examples of these emails are on the following pages.

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Wednesday, June 5, 2019 4:36 PM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Disapproval

Sample Queue Error Email 1

Your requisition has been disapproved!

Dear **Tammy L. Rye**,

Your requisition has been disapproved on **06-05-19** at **04:35 PM**

The details about the requisition are listed below:

Requisition Number: **R0134490**
Amount: **$ 545.00**
Cost Center: **241025 241025 215600 703997 202000 100%**
Vendor: **Compass Group USA Inc T01000546**
Disapproved By: **Jennifer K. Warren**
Comment(s):

Date/Time	Commenter	Comment
05-JUN-19 04:35 PM	Jennifer K. Warren	This requisition has failed the approval process and as a result has been deleted. Please complete the following steps to correct the error and obtain a completed requisition. 1. Verify that the Index you are using is correct. 2. If you find you have made an error in keying the index, enter another requisition using the correct index. 3. If your index does not contain a keying error, report the problem to budget@atu.edu. Budget will remedy the error and notify you when you may enter another requisition. Please contact Procurement Services at 479-968-0269 with any questions. Thank you

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Monday, June 3, 2019 10:30 AM
To: Kristi Higgs <khiggs@atu.edu>
Subject: Electronic Requisition Approval

Sample Queue Error Email 2

An unapproved requisition needs your attention!

Dear **Kristi L. Higgs**,
The following requisition is unapproved and requires your attention:

Requisition Number: **R0134471**
Originator: **Kristi L. Higgs**
Amount: **$1,853.00**
Cost Center: **AFFOOD 152000 325000 703355 350000 100%**
Queue ID:
Vendor: **Cooper Band Instrument Repair Inc (T01007551)**

This requisition has encountered an error in the approval process. Please login to the Approve Documents section of electronic requisitions located on the Finance tab in Self-Service and disapprove the requisition. Once the requisition has been disapproved, please report this problem to budget@atu.edu. Budget will remedy the error and notify you when you may resubmit this requisition.
For more information concerning this email, please contact the Procurement & Risk Management Services at 479-968-0269 or email us at purchasing@atu.edu.

Your requisition has been disapproved!

Sample Queue Error Email 3

Dear **Kristi L. Higgs**,

Your requisition has been disapproved on **02-24-20** at **09:26 AM**

The details about the requisition are listed below:

Requisition Number: **R0134567**

Amount: **$ 2,725.00**

Cost Center:

Index	Fund	Org	Account	Program	Amount	Percent
AFFOOD	152000	325000	703997	350000	2,725.00	100

Vendor: **Compass Group USA Inc (T01000546)**

Disapproved By: **Deanna M. Kile**

Comment(s):

Date/Time	Commenter	Comment
24-FEB-20 08:42 AM	Nathan L. Kraft	This document has been approved. Hello, NSF queue. NLK
24-FEB-20 09:26 AM	Deanna M. Kile	Approval has been denied. This requisition has failed the approval process due to insufficient funds in the selected index and corresponding budget and as a result has been deleted. Please complete one of the following steps to correct the error and obtain a completed requisition. 1. Select another index with enough available funds in the budget and complete the requisition using that index, or 2. Request a budget transfer into the original index and after you have verified that the transfer is complete, complete a requisition. For information on how to view available funds in budgets that are assigned to your department please contact the Budget Office at budget@atu.edu or 479-964-0821. Please contact Procurement Services at 479-968-0269 with any other questions. Thank you

Helpful Hints

For Requestors

1. Use clear and concise commodity descriptions, item and document text to allow for the approver to evaluate your requisition.
2. Track your requisition approvals via View Documents.
3. Reach out to the next approver or proxy to facilitate the approval if necessary.
4. Remember-Procurement and Travel cannot access requisitions until all approvals are obtained or requisition is disapproved.
5. If you need to remove your requisition from the approval process, you must disapprove it.
6. Read your notification emails closely as there is a contingency plan is in place for approval queue errors and your action may be necessary.
7. You can set an Outlook rule up to manage the incoming notification emails.

For Approvers

1. Monitor your email inbox for approval notifications.
2. Respond to approval requests promptly. Failure to do so will hinder efficiency of the procurement process.
3. Coordinate with your proxy to facilitate approval duties.
4. Select Documents for which you are next approver on Approve Documents screen.
5. You can set an Outlook rule up to manage the incoming notification emails.
6. Give the requestor a call if a requisition you have received notice to approve a requisition that does not exist in your queue. It may have been removed by the requestor.

Additional Resources

Online Training Videos and Materials are available at
https://www.atu.edu/purchasing/facultystaff.php#Training.