	University of Central Florida
UCF	**Finance & Accounting**
	Procedures Document
	Requisitions For Travel Purchase Orders (Campus-Wide)

Purpose of Procedure:	Requisitions for Travel Purchase Orders
Who Processes:	Departments
How often:	As Required
What is Processed:	Requisitions
Where are the results distributed:	Finance & Accounting - Travel
Date:	5/1/2006
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I. Procedure Description
II. Searching for Vendors
III. F&A's Goal
IV. What to do if no PO number is received

I. Procedure Description:

The Department requests a Travel Purchase Order using the on line purchase requisition system and the F&A Requisition desk person sources the requisition to a Travel Purchase Order.

There are two flow charts in the F&A Travel Manual, Exhibits A and B, which can be found on the F&A Website, for creating, reviewing and approving the requisition. Both the preparer and the approver must be set up in the system with security access to accomplish this process.

II. Searching for Vendors:

There are three ways to verify if a vendor/traveler is in the database and with the correct address:

➢ If traveler is a non-employee and you have the social security number:

- Navigation: Reporting Tools>Query>Query Viewer

- Enter: FXAP_VENDOR_TIN_LOOKUP

- Click SEARCH

- Click on the Run to HTML Link

- Enter the traveler's Social Security number

- Click on View Results Box

➢ If a traveler is an employee, and you have their employee ID number:

- Navigation: Vendors > Vendor Information > Add/Update > Review Vendors

- In the Vendor ID data field enter the employee ID number, prefixing the number with EMP

- Click SEARCH

➢ If neither the social security number nor employee number is available:

- Navigation: Vendors > Vendor Information > Add/Update > Review Vendors

- Preferably use the Short Name data field and select contains

- Enter the last name of the traveler.

- Click SEARCH

If the traveler is a *non-employee* and not listed on the F&A vendor database or if the information on the database is incorrect, E-Mail F&A using TRAVELFA@mail.ucf.edu with the traveler's name (first, middle initial, last), mailing address and social security number.

The Traveler, if an *employee*, will be on the Human Resources employee database which will update the F&A vendor database daily. Students, unless they are employed by UCF, will not be on the Human Resources database. F&A cannot add/update information for employees. This must be done through Human Resources from the W-4 Form submitted by the employee.

III. F&A's Goal:

The goal of Finance & Accounting is:

➢ The Requisition desk person runs a query at 8:00am, 10:30am, and 3:30pm to determine which travel (TVL) requisitions are waiting to be sourced to Purchase Orders. The requisitions are reviewed for accuracy and completeness.

- If properly completed requisitions will be sourced to a PO. Requisitions received by 10:30am will be sourced by noon, those received from 10:30am to 3:30pm will be sourced by 5:00pm, and those received after 3:30pm will be sourced by 10:30am the next day. A number will be system generated.

- The Quality Assurance Section of F&A will approve and budget check the PO. If it passes the budget check process the system will encumber the money real time and it will be dispatched. The PO is not valid until the **PO Status = Dispatched**. The department must check the purchase requisition system for the status of their requisitions. The department should print the PO for their records.

IV. What to do if no PO number is received:

How to check why a requisition has not been sourced to a PO:

- Navigation: Purchasing > Requisition > Add/Update Requisitions

- On the Find an Existing Value TAB, Requisition ID Field = Requisition #

- Click on SEARCH

- Click **Line Comments ICON** (balloon at right). If dots appear in the balloon ICON a message is there.

- Click **View All** located on the blue comments line

- Use the scroll bar located on the right hand side of the screen to access all comments.

- Click OK

- Add missing information where required

- On the Main Requisitions Page click **SAVE**