

Creating a Requisition for Assets with Multiple Funding Sources

This instruction guide provides additional guidelines for creating a requisition for an asset with multiple funding sources. For instructions about creating a requisition please see the Creating a Purchasing Requisition Instruction Guide. New processors should also attend Intro to Purchasing and Asset Management.

Only a single item can be purchased with multiple funding sources (split funds). It is important that you understand your funding sources before you begin to set up a requisition for an asset that is being purchased from split funds. You have 2 options when purchasing multiple items from split funds:

1. If you are purchasing several identical items from a contract and Grant account, set up the purchase as a single lot and ask your property contact to send a property update form to property. This form can be found at: <http://fa.ufl.edu/forms/pdf/fa-am-pud.pdf>
2. If you are purchasing several identical items and it does not matter which source paid for which items, assign as many whole assets as possible to one funding source, as many whole items as possible to the second funding source, and then take what's left from both funding sources and use it to purchase a single item. For example, you are spending \$3,000 from Program 6100 and \$1,800 from Program 6105 to purchase 4 computers at \$1,200 each. First, enter a requisition line for 2 computers at \$1,200 each totaling \$2,400 from program 6100. Next do a requisition line for 1 computer at \$1,200 from program 6105. Then add a final requisition line for one computer funded by \$600 from program 6100 and \$600 from program 6105.

When creating a requisition for an asset:

- ▶ Always include a detailed description
 - ▶ Enter the items descriptions in the following format: asset noun, description,
 - ▶ If known, include the ECCN number with the Description when the asset costs more than \$5,000
 - ▶ A Quote number or other needed information should be entered AFTER the Description
 - ▶ For example: COMPUTER, E-4200 500MHZ ECCN-4A001, E-quote 001112234
- ▶ If you are purchasing multiple items on a split fund, option 1 above, enter the total number of items purchased as 1 and the unit of measure as a lot.
- ▶ Do **NOT** change the Account ChartField on the *Details* tab without checking with Property at 392-2556
- ▶ Click the + at the far right of the distribution line to add a second line
- ▶ Change the distribute by from Qty to Amt

Line	Sched Num	Ship To	Quantity	Due Date	Total
1	1	0117	1.0000	11/09/2006	1,200.00 USD

*Distribute by: Qty (highlighted with red box)

Distributed Quantity: 1.0000

Speedchart:

Line Status	*Location	Req Qty	Percent	GL Unit	Account	Fund	DeptID	Program Code	Bud Ref	Project
1	Open	R0000	1.0000	100.0000	UFLOR	781100	64602000		CRR	Project (highlighted with red box)



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- ▶ Verify that the account ChartField starts with a 78 for each distribution line
 - ▶ If the account Chartfield does not start with a 78 you have an incorrect purchasing category
 - ▶ Return to the requisition summary, select the requisition and correct the purchasing category
- ▶ On the **More Details 2** tab:

Distribution Information

Line	Description	Quantity	Unit	Price
1	COMPUTER, E-4200 500MHZ, E-quote 001112234	1.0000	Each	1,200.00000 USD

Line	Sched Num	Ship To	Quantity	Due Date	Total
1	1	0117	1.0000	11/09/2006	1,200.00 USD

'Distribute by' Amt: 0.0000 Distributed Quantity: 0.0000 Speedchart:

Customize | Find | View All | First 1-2 of 2 Last

Details More Details **More Details 2** More Details 3

Stat	Open Amt	GL Base Amount	Exch Rt	AM Unit	Profile ID	Tag Number	CAP #
<input type="checkbox"/>	600.00	600.00	Dollar	1.00000	UFLOF	F135	
<input type="checkbox"/>	600.00	600.00	Dollar	1.00000	UFLOF	F135	

- ▶ **DO NOT** remove or change the Profile ID, but verify the profile ID is on all distribution lines
- ▶ If the Profile ID does not populate every distribution line, copy the AM Unit and Profile ID from line 1 to the other lines
- ▶ **DO NOT** enter Cap # (This field is not used and MUST be left blank)
- ▶ Use the comments field to note the following:
 - ▶ Who will be using the item
 - ▶ Where the item will be physically located
 - ▶ If the item is an add value, the decal number or PO number or voucher number for the item that will be added to
 - ▶ If an item is being traded in for this item, the decal number of the item being traded in
 - ▶ If several lines of the requisition will be combined to make a single item
 - ▶ Other information which might be useful
- ▶ Add a line to the requisition for shipping costs, using the same purchasing category and account number as the item being purchased
- ▶ Add a line to the requisition for any items that will not be capitalized, such as warranty costs, using an account number that does not start with a 78

HELP

- ▶ When receiving the asset, please review the Receiving Assets instruction guide
- ▶ If you have questions, please contact Property at 392-2556