

# PROCUREMENT 2ND QUARTER TRAINING

NOVEMBER 25, 2024



ACCOUNTS  
PAYABLE



P-CARD &  
TRAVEL ADMIN.



PURCHASING



POSTAL  
OPERATIONS



SHIPPING &  
RECEIVING

**MICHAEL R. CASTILLEJA**  
**DIRECTOR OF PROCUREMENT & OTHER SUPPORT SERVICES**

# FINANCIAL POLICIES & PROCEDURES

- PLEASE REFER TO THE FINANCIAL POLICIES AND PROCEDURES, ON THE COMPTROLLER'S OFFICE WEBSITE FOR INFORMATION ON WHAT IS, AND IS NOT, ALLOWED

[HTTPS://MY.UIW.EDU/FINANCE/COMPTROLLER/FINANCIAL-POLICIES-AND-PROCEDURES.HTML](https://my.uiw.edu/finance/comptroller/financial-policies-and-procedures.html)



# UNIVERSITY OF THE INCARNATE WORD

The Universe is Yours.

Purchasing Department



**LISA BOSQUEZ**

Purchasing Clerk  
[lbosquez@uiwtx.edu](mailto:lbosquez@uiwtx.edu)

**JESSICA CEVALLOS**

Purchasing Agent  
[jevarga1@uiwtx.edu](mailto:jevarga1@uiwtx.edu)



**CARMEN RIVERA**

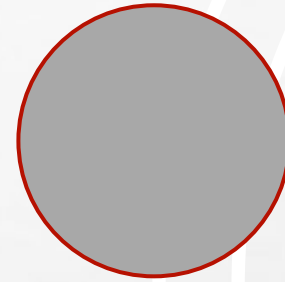
Lead Purchasing Agent  
[rivera@uiwtx.edu](mailto:rivera@uiwtx.edu)

**MARISA VASQUEZ**

Procurement Manager  
[mfvasque@uiwtx.edu](mailto:mfvasque@uiwtx.edu)

# PURCHASING AGENDA

- FUNDING
- APPLYING A DISCOUNT
- NO \$0 DESCRIPTION LINES
- BACKUP DOCUMENTATION
  - CONTRACT REVIEW PORTAL
- COMMONLY USED ACCOUNTS





DO I HAVE THE FUNDS TO  
MAKE THIS PURCHASE?



Chart of Accounts: \* 1

Fiscal Year: \* 25

Go

Organization: 6254

Fund: 10010

Commit Indicator: Both

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.

# FGIBSUM





Chart of Accounts: \* 1

Fiscal Year: \* 25

Go

Organization: 6254

Fund: 10010

Commit Indicator: Both



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.

# FGIBSUM



Chart of Accounts: 1 Fiscal Year: 25 Organization: 6254 Purchasing Fund: 10010 Current Unrestricted Funds Commit Indicator: Both

Start Over

ORGANIZATION BUDGET SUMMARY

Settings Insert Delete Copy Filter

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	377,390.00		150,438.66	226,951.34
Direct Expenditures	7,940.00		9,832.55	-1,892.55
Transfers				
<b>Net: Revenue minus(Labor + Expen...</b>	<b>-385,330.00</b>		<b>-160,271.21</b>	
			<b>Total Commitments</b>	<b>0.00</b>

# FGIBSUM



ellucian Requisition FPAREQN 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: R0084911

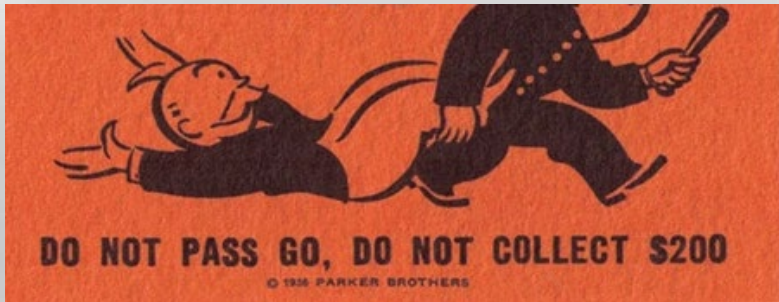
Order Date 11/13/2024 Commodity Total 500.00

Document Text

WARNING : Budget is exceeded for sequence 1.

or **BANNER MESSAGE**





Please obtain proper approval **PRIOR** to submitting your requisition & upload with backup

Contact:  
Director, Budgeting,  
Planning and Analysis

Amy DeAtley,  
210-283-6339,  
[amoczyge@uiwtx.edu](mailto:amoczyge@uiwtx.edu)

**HOW DO I  
APPLY A  
DISCOUNT?**



# SAMPLE QUOTE

## Any Company

123 Any Street, San Antonio, TX 78209  
(123) 456-7890 | (123) 456-7891  
samplequote@email.com

To:  
University of the Incarnate Word  
4301 Broadway St,  
San Antonio, TX 78209

## QUOTE

INVOICE # 111  
Date: 11/13/2024

Expiration Date: 12/13/2024

Salesperson	Job	Payment terms	Due date
1	Quoted Item		500
1	Discount		-50
		<b>Subtotal</b>	450.00
		<b>Sales Tax</b>	0.00
		<b>Total</b>	450.00

Delivery Date: 11/17/2024 Document Level Accounting

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

▼ COMMODITY Settings Insert Delete

Item	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add
1	Quoted Item	EA		1.00	450.0000	<input type="checkbox"/>	<input type="checkbox"/>	

1 of 1 10 Per Page

Extended Amount	450.00	Tax		<input checked="" type="checkbox"/> Distribute
Discount	0.00	Commodity Total	450.00	
Additional	0.00	Document Total	450.00	

▼ ACCOUNTING Settings Insert Delete

Sequence	Year	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override
1	25	10010	6250	6588	6220				<input type="checkbox"/>

1 of 1 10 Per Page

MANUALLY DEDUCT THE DISCOUNTED AMOUNT.



**WHAT IF  
ITEM IS  
FREE?**





## Another Company

# QUOTE

123 Any Street, San Antonio, TX 78209  
(123) 456-7890 | (123) 456-7891  
samplequote@email.com

INVOICE # 111  
Date: 11/13/2024

To:  
University of the Incarnate Word  
4301 Broadway St,  
San Antonio, TX 78209

Expiration Date: 12/13/2024

Salesperson	Job	Payment terms	Due date

Qty	Description	Unit price	Line total
1	Quoted Item	1000	1000
1	Free items with purchase	0	0
		<b>Subtotal</b>	1,000.00
		<b>Sales Tax</b>	0.00
		<b>Total</b>	1,000.00

	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1	Quoted Item	EA		1.00	1,000.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10 Per Page

1,000.00	Tax	<input checked="" type="checkbox"/> Distribute
0.00	Commodity Total	1,000.00
0.00	Document Total	1,000.00

Modify Clause:  Copy Commodity Text:  Default Increment: 10

▼ PROCUREMENT TEXT ENTRY

Text

Free items - no cost

1 of 1 10 Per Page

**\$0 DESCRIPTION LINES ARE NOT ALLOWED,  
USE ITEM TEXT INSTEAD.**

ellucian Requisition FPAREQN 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

Requisition: R0084911

Order Date: 11/13/2024  
Transaction Date: 11/13/2024  
Delivery Date: 11/14/2024

Commodity Total: 1,000.00  
Accounting Total: 1,000.00  
 Document Level Accounting

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

COMMODITY

Item	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	Quoted Item	EA		1.00	1,000.0000	<input type="checkbox"/>

10 Per Page

Extended Amount: 1,000.00  
Discount: 0.00  
Additional: 0.00

Tax  
Commodity Total: 1,000.00  
Document Total: 1,000.00

ACCOUNTING

Sequence	Year	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	25	10010	6250	6588	6220			

Search 2

- Review Commodity Information [FOICOMM]
- Item Text [FOAPOXT] 3
- Document Text [FOAPOXT]
- Commodity Text [FOATEXT]

- CLICK INTO DESCRIPTION LINE
- CLICK RELATED
- CLICK ITEM TEXT, THEN CLICK GO

Text Entry REQ Code: R0084911 Change Sequence: Item Number: 1 Vendor: 60462 Heights Office Supply Commodity Description: Quoted Item [Start Over](#)  
Modify Clause Copy Commodity Text:  Default Increment: 10

PROCUREMENT TEXT ENTRY Settings Insert Delete Copy Filter

Text	Clause Number	Print *	Line
Free items - no cost		<input checked="" type="checkbox"/>	10

10 Per Page Record 1 of 1



- ENTER THE TEXT
- CLICK SAVE, THEN WHITE "X"

# PROPER BACKUP



# SAMPLE QUOTE

## Any Company

123 Any Street, San Antonio, TX 78209  
(123) 456-7890 | (123) 456-7891  
samplequote@email.com

To:  
University of the Incarnate Word  
4301 Broadway St,  
San Antonio, TX 78209

## QUOTE

INVOICE # 111  
Date: 11/13/2024

Expiration Date: 12/13/2024

Salesperson	Job	Payment terms	Due date
-------------	-----	---------------	----------

Qty	Description	Unit price	Line total
1	Quoted Item	500	500
1	Next Item	75	75
		Subtotal	575.00
		Sales Tax	0.00
		Total	575.00

# AMAZON BACKUP

Purchase requests › Order details

## Approve purchase request?

Comments for Celeste Alvarez

Optional

100 characters left

Approve

Reject

### Request details

PO number R0084940

Change

Order ID 112-8942527-1588246

Placed by Celeste Alvarez on November 15, 2024 12:51 PM

Payment method Pay By Invoice

Deliver to University of the Incarnate Word  
4301 BROADWAY  
SAN ANTONIO, TX 78209-6318  
United States

### Request summary

Items	\$108.21
Shipping & handling	\$0.00
Order discount	\$0.00
Shipping discount	\$0.00
Total before tax:	\$108.21
Estimated tax to be collected*	\$0.00

**Request total \$108.21**

### Approvals required

The following approval policies apply to this order. Expand each policy to see who is needed to approve in order to complete the purchase.

Spending limit Group policy Awaiting approval ▾

### 9 item(s) requested for approval



BLUE PANDA 25-Pack Red Gift Bags with Handles - Small Paper Treat Bags for Birthday, Wedding, Retail (5.3x3.2x9 In)

\$14.54 | Qty: 6

Mark as rejected



Bobobag 100 Sheets 20"X14" Black Tissue Paper Bulk for Gift Bags Wrapping Paper, Halloween Birthday Showers Arts Craft Party Favor Decoration

\$6.99 | Qty: 3

# CONTRACT REVIEW PORTAL



**SUBMIT IN THE PORTAL**

PLEASE NOTE, ONLY DOUG ENDSLEY  
OR JOHN BURY CAN SIGN.

**\*\* UNLESS IT IS A CLINIC AFFILIATION**

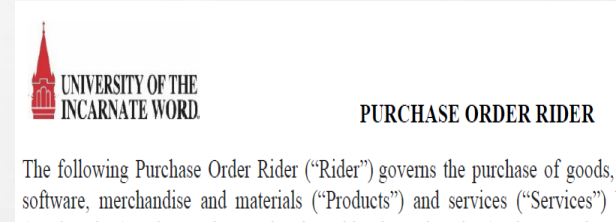
**Terms and  
Conditions**



**SUBMIT IN THE PORTAL IF  
SURPASSES \$1,000  
THRESHOLD**

PLEASE NOTE, ONLY DOUG ENDSLEY OR  
JOHN BURY CAN SIGN.

**\*\* UNLESS IT IS A CLINIC AFFILIATION**



**IF PURCHASE IS OVER  
\$10,000, & VENDOR DOES  
NOT PROVIDE THEIR OWN  
CONTRACT/AGREEMENT,  
ADD WITH YOUR PO**

THE PO RIDER DOES NOT REQUIRE A  
SIGNATURE, BUT MUST BE SENT TO  
VENDOR WHEN ORDER IS PLACED.

Please note: once your documents are APPROVED by OGC and signed (*if needed*), please attach as "the proper backup" support with your Banner Purchase Requisition.



**COMMONLY  
USED  
ACCOUNT  
NUMBERS**



ACCT #	ACCT name	Additional Description / Information
6581	Computing Equipment and Support	(purchases of laptops, desktops, printers, warranty and maintenance)
6582	Journals or E-Journals	
6583	Books or E-Books	
6584	Office Supplies	
6585	Software Service	(service for cloud based software and outsourcing service)
6586	Office Supplies-Software	(one time purchase software)
6587	Subscriptions/Periodicals	
6588	Small Furniture & Equipment	For General furniture/equipment with cost of \$100+ but less than \$10,000.
6589	Software Licenses and Support	(annual licenses and related service/maintenance agreements)
6590	Electronic Databases	
6597	Athletic Equipment	For use by Athletic Department
6604	Maintenance Supplies	For use by Facilities Management
6606	Fire & Safety Supplies	For use by Risk & Safety
6608	Hazardous Waste Disposal	For use by Risk & Safety
6652	Postage & Freight	
6692	Rentals	
6693	Equipment Rentals	
6694	Repairs & Maintenance	
6695	Offsite Storage	
6712	Printing	
6731	Marketing	
6732	Advertising	
6735	Publications	
6736	Recruiting	
6737	Promotional Items	
6739	Table Sponsorships	
6781	Institutional Fees	
6782	Institutional Memberships	For university Memberships
6784	Memberships	For Individual Memberships
6785	Professional Licenses	
6832	Food Cost	For Catering Events paid by Restricted FUND
6833	Special Events Food Cost	For Catering Events for mixed group of attendees.
6834	Linen Service	
6851	Other General Expenses	DO NOT USE unless you are submitting a Student Agency Account (7xxx-) or Restricted Funding (2xxx-)

# ACCOUNTS PAYABLE

WHAT IS AN INVOICE?



# WHAT IS AN INVOICE?

AN INVOICE IS A FORMAL DOCUMENT ISSUED BY A VENDOR TO A BUYER THAT LISTS THE GOODS OR SERVICES PROVIDED, THE AMOUNT DUE, PAYMENT TERMS AND OTHER DETAILS OF THE TRANSACTION. IT IS A REQUEST FOR PAYMENT AND USUALLY INCLUDES THE FOLLOWING INFORMATION.

# THE TYPICAL CONTENTS OF AN INVOICE

## 1. VENDOR'S INFORMATION

- NAME
- PHYSICAL ADDRESS
- REMIT TO ADDRESS
- CONTACT DETAILS OF THE BUSINESS E.G., EMAIL AND/OR PHONE NUMBER

## 2. BUYERS INFORMATION

- NAME
- BILL TO ADDRESS
- CONTACT DETAILS OF THE CUSTOMER E.G., EMAIL AND/OR PHONE NUMBER

# THE TYPICAL CONTENTS OF AN INVOICE

## 3. INVOICE NUMBER

- A UNIQUE REFERENCE NUMBER TO HELP TRACK AND IDENTIFY THE INVOICE.

## 4. DATE OF ISSUE

- THE DATE THE INVOICE IS ISSUED/CREATED

## 5. DESCRIPTION OF GOODS OR SERVICES

- A DETAILED LIST OF THE ITEMS SOLD, OR SERVICES RENDERED INCLUDING QUANTITIES, UNIT PRICES AND TOTAL COST.

# THE TYPICAL CONTENTS OF AN INVOICE

## 6. TOTAL AMOUNT DUE

- THE TOTAL COST OF THE GOODS OR SERVICES, INCLUDING TAXES, DISCOUNTS, OR ANY OTHER CHARGES

## 7. PAYMENT TERMS

- CONDITIONS SUCH AS THE DUE DATE FOR PAYMENT, ACCEPTABLE PAYMENT METHODS, AND ANY LATE FEES OR DISCOUNTS FOR EARLY PAYMENT.

# WHAT IS THE PURPOSE OF AN INVOICE?

INVOICES ARE ESSENTIAL FOR BUSINESS (VENDORS AND BUYERS)

- ❖ THEY HELP ENSURE PROPER RECORD-KEEPING
- ❖ COMPLIANCE WITH TAX LAWS (IF APPLICABLE)
- ❖ FACILITATE THE PAYMENT PROCESS.



# WHAT ARE PURCHASES "ON ACCOUNT"?

WHEN YOU PURCHASE SOMETHING "ON ACCOUNT" IT MEANS THAT YOU ARE BUYING THE GOODS OR SERVICES WITH AN AGREEMENT WITH THE VENDOR TO PAY FOR THEM AT A LATER DATE. THIS TYPE OF AGREEMENT CAN ALSO BRING OBLIGATIONS LIKE:

- ❖ PAYING FOR THE GOODS OR SERVICES WITHIN 30, 60, OR 90 DAYS
- ❖ LATE FEES IF THE PAYMENT IS NOT MADE ON TIME.
- ❖ INTEREST APPLIED IF NOT PAID BY A SPECIFIED TIME FRAME.

# P-CARD & TRAVEL

KARISSA SMITH



# GENERAL INFORMATION

- UNIVERSITY PURCHASES OF \$1,000 OR LESS FOR GOODS AND SERVICES NOT REQUIRING A PURCHASE ORDER OR CONTRACT.
- PURCHASE CAN BE MADE IN PERSON, BY PHONE OR ONLINE.
- ITEMS SHIPPED SHOULD BE SENT TO MAIN CAMPUS AT 4301 BROADWAY, SAN ANTONIO, TX 78209
- PROGRAM IS NOT INTENDED TO AVOID OR BYPASS COMPLIANCE WITH THE UNIVERSITY'S PROCUREMENT AND BID POLICY AND TRAVEL AND ENTERTAINMENT POLICY.

# ALLOWABLE PURCHASES

- PURCHASES OF GOODS/SERVICES OF \$1,000 OR LESS
  - EXCEPTIONS INCLUDE HOTELS, CONFERENCE REGISTRATIONS, ONLINE SUBSCRIPTIONS, E-LEARNING MATERIALS, PROFESSIONAL DUES
- CATERING ON CAMPUS \$250+ MUST HAVE FIRST RIGHT OF REFUSAL FROM SODEXO AND SHOULD BE LESS THAN \$1,000 TO PURCHASE WITH P-CARD
- TRAVEL EXPENSES-HOTELS, MEALS, CAR RENTALS, GROUND TRANSPORTATION AND OTHER INCIDENTALS.
- AUTO EXPENSES- GAS FOR RENTAL OR FLEET VEHICLES USED FOR TRAVEL (NOT ALLOWED FOR PERSONAL VEHICLE)
  - PERSONAL VEHICLES USED FOR BUSINESS PURPOSE MUST SUBMIT MILAGE REIMBURSEMENT FORM TO AP
  - USE OF PIN# IS REQUIRED AT GAS STATIONS

# DISALLOWED TRANSACTIONS

- AMAZON
- MEMBERSHIP CLUB PURCHASES.
  - SAM'S CLUB PURCHASES/MEMBERSHIPS
- FURNITURE
- ONLINE PURCHASES FROM WAYFAIR, TEMU, EBAY, WISH
- TECHNOLOGY AND SOFTWARE
- SMALL FURNITURE AND EQUIPMENT
- CASH ADVANCES
- PERSONAL EXPENSES
- ALCOHOL
- INTENTIONALLY SPLITTING A PURCHASE TO CIRCUMVENT POLICY LIMITS

# TAX EXEMPTIONS

## **TAX EXEMPTION CERTIFICATES MUST BE PROVIDED TO VENDOR PRIOR TO PURCHASE.**

- SALES TAX EXEMPT FOR ALL PURCHASES WITH THE EXCEPTION OF GAS STATIONS AND RESTAURANTS
  - WALMART HAS THEIR OWN PROCESS FOR TAX EXEMPTIONS
- HOTEL STATE OCCUPANCY TAX EXEMPT FOR HOTELS IN TEXAS ONLY

# P-CARD NOT WORKING

Please contact [uiwcc@uiwtx.edu](mailto:uiwcc@uiwtx.edu) if your card is not working properly or call bank of America directly at 1-888-449-2273.

Frequent issues include:

Incorrect pin

Not enough or exceeded credit limit

Incorrect billing information

Expired card

Suspected fraud

## Log into Global Card Access for phone numbers

The screenshot shows the Bank of America Global Card Access website. At the top, there is a navigation bar with the Bank of America logo and the text "Global Card Access". Below this, there are links for "Home", "Transactions", and "Card Management". The main content area is titled "Contact us" and features a dropdown menu labeled "Select the region your card was issued in:" with "North America" selected. Below the dropdown, there are several sections of contact information:

- All cardholders (including Premium Rewards):**
  - 602 379 8753 (Canada)
  - 888 449 2273 (US)
  - 602 379 8753 (US Collect)
- Fraud claim status:**
  - 855 521 1795
- Disputes (non-fraud):**
  - 855 521 1795
- Executive Explorer cardholders only:**
  - 844 661 6529
- Hearing impaired:**
  - Bank of America utilizes a relay service.
  - Canada cardholders, please utilize your preferred relay service.
  - US cardholders, dial 711.



- Contact information:

Karissa Smith

(210)829-5488

[uiwcc@uiwtx.edu](mailto:uiwcc@uiwtx.edu)

*(Available on Teams as well)*





# VEHICLE SERVICES



# VEHICLE SERVICES POINT OF CONTACTS

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## **Vehicle Services Manager – Joe Cadena**

Email: [jacadena@uiwtx.edu](mailto:jacadena@uiwtx.edu) / Phone: 210-829-2731

POC for: *Vehicle Request Forms for Shuttles & Charter Busses, Questions concerning Shuttles & Charter Buses/Drivers, Complaints, vehicle/rental accidents*

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## **Vehicle Services Fleet Coordinator – Melissa Rodarte-Monreal**

Email: [mrmonrea@uiwtx.edu](mailto:mrmonrea@uiwtx.edu) / Phone: 210-829-3907

POC for: *Vehicle Request Forms Enterprise/UIW Fleet, Scheduling Oil Changes, Valero & BOA receipts, Mileages, Golf Cart Certification, Driver Authorization forms, tolls, Marshall fuel requests, updated Driver's license*

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## **Vehicle Services Lead Shuttle Driver – Roland Banda**

Email: [rhbanda@uiwtx.edu](mailto:rhbanda@uiwtx.edu) / Phone: 210-283-6389

POC for: *Maintenance on Shuttles & Charter Buses, vehicle/rental accidents, Golf cart Road Tests*

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## **Vehicle Services Warehouse Clerk – Jeff Flores**

Email: [jmflore8@uiwtx.edu](mailto:jmflore8@uiwtx.edu) / Phone: 210-841-7239

POC for: *Maintenance on vehicles, golf carts, Status of vehicles/golf carts, supplies concerning vehicles, Ordering parts*

# Steps for Rentals with Enterprise

1. Vehicle Request Form (VRF) will be sent to Vehicle Services Fleet Coordinator, Melissa Rodarte-Monreal via email, [mrmonrea@uiwtx.edu](mailto:mrmonrea@uiwtx.edu)
2. Vehicle Services Fleet Coordinator will then verify all drivers on the VRF are on the Approved Drivers list
  - A. INITIALS WILL BE PLACED NEXT TO NAMES THAT ARE APPROVED DRIVERS
  - B. If driver is not approved, a Driver's Authorization form will have to be submitted with appropriate signatures with a copy of the driver's license, front/back
3. Vehicle Services Fleet Coordinator will then make the reservation with Enterprise and will obtain a quote
4. Vehicle Services Fleet Coordinator will then send the supporting documents to the Department requesting the rental. (if the Acct# provided begins with a "2" the department requesting the rental will create the Purchase Requisition in Banner. Stop here if account begins with 2, See Next Slide\*\*)


# Steps for Rentals with Enterprise

5. The Requesting Department will then complete the Purchase Requisition in Banner. Once the Purchase Requisition is completed in Banner, the Signer on the Vehicle Request Form will then receive an email from Banner, requesting the approval
6. Once the Signer approves the Requisition in Banner it will then go back the Purchasing Department to review, and Purchasing will assign a PO#
7. The Purchasing Department will then provide Vehicle Services Fleet Coordinator a PO# via email the next business day
8. Once a PO# is provided to Vehicle Services Fleet Coordinator, an email will be sent to the Enterprise providing the PO# and an email confirmation will be sent to the Driver entailing details of Enterprise reservation with PO#

1. Vehicle Request Form will be sent to Vehicle Services Fleet Coordinator, Melissa Rodarte-Monreal via email, [mrmonrea@uiwtx.edu](mailto:mrmonrea@uiwtx.edu)
2. Vehicle Services Fleet Coordinator will then verify all drivers on the VRF are on the Approved Drivers list
  - INITIALS WILL BE PLACED NEXT TO NAMES THAT ARE APPROVED DRIVERS
  - If driver is not approved, a Driver's Authorization form will have to be submitted with appropriate signatures with a copy of the driver's license, front/back
3. **Grants Department signature is required** prior to setting up the reservation.
4. Vehicle Services Fleet Coordinator will then make the reservation with Enterprise and will obtain a quote
5. Vehicle Services Fleet Coordinator will then email the Requester the Vendor's Quote for Rental and the initialed drivers on Vehicle Request Form

# ENTERPRISE RENTALS WITH RESTRICTED FUNDS

6. The Department requesting the rental will then create the Purchase Requisition in Banner. Add Vehicle Services Fleet Coordinator's email in Banner - mrmonrea@uiwtx.edu



The screenshot shows a form with several input fields. The 'Email' field is highlighted in blue and contains the text: 'Enter your email, requester, and signer's email - NOTE use ";" with no spaces to add email addresses; ADD mrmonrea@uiwtx.edu to email so a confirmation email can be sent to requester with rental details'. Other fields visible include 'Area Code', 'Number', and 'Extension', each with a small input box.

7. Once the Department has completed the Purchase Requisition in Banner, the Signer on the Vehicle Request Form will then receive an email from Banner, requesting approval
8. Once the Signer approves the Requisition in Banner, it will then go back the Purchasing Department to review and assign a PO#
9. The Purchasing Department will then provide the Department a PO# the next business day
10. Once a PO# is provided to Vehicle Services Fleet Coordinator, an email will be sent to the Department providing the PO# and an email confirmation providing details of the reservation.

# ENTERPRISE RENTALS WITH RESTRICTED FUNDS

# COMPLETING VEHICLE REQUEST FORM

## VEHICLE REQUEST FORM

Requestor's Name: Individual requesting vehicle Today's Date: Date of Request

Phone Number: Driver's Contact #

Department/Program: Department - Program Drivers: List All Drivers  
Full Legal Name  
No Nicknames

Account Number: Enter Account# that will be Charged for Rental

Vehicle(s) Requested (size): Economy, Compact, Midsize Full size Car/SUV/minivan/15 pass van/truck

Date and Time Leaving: Date and Time, Driver will pick up at the Enterprise Location

Date and Time Returning: Date and Time, Driver will drop off at the Enterprise Location

Destination: Location Rental will be traveling; City, State; EX: Houston, Texas

Department Chair/ Dean Signature Required: Approver for dept budget; Grantor's Sig included if acct starts with a "2"

**\*REQUEST WILL NOT BE CONSIDERED IF FORM IS INCOMPLETE\***

**\*ALL DRIVERS MUST BE UNDER UIW INSURANCE\***

*This form can be turned into Vehicle Services via email or mail to CPO 6.*


The form below will be filled out and returned to you by the Department of Vehicle Services.

### VEHICLE CONFIRMATION FORM


Today's Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_


Vehicle(s) Requested (size): \_\_\_\_\_




**7 Passenger Minivan**  
Chrysler Pacifica or similar  
Automatic 7 People 5 Bags  
[Features & Price Details](#)




**Economy**  
Mitsubishi Mirage or similar  
Automatic 4 People 2 Bags  
[Features & Price Details](#)




**Standard Pickup**  
Toyota Tacoma or similar  
Automatic 4 People 3 Bags  
[Features & Price Details](#)




**Compact**  
Nissan Versa or similar  
Automatic 5 People 2 Bags  
[Features & Price Details](#)




**Compact SUV**  
Hyundai Kona or similar  
Automatic 5 People 3 Bags  
[Features & Price Details](#)




**Midsize**  
Toyota Corolla or similar  
Automatic 5 People 3 Bags  
[Features & Price Details](#)




**Midsize SUV**  
Nissan Rogue or similar  
Automatic 5 People 4 Bags  
[Features & Price Details](#)




**Standard**  
Volkswagen Jetta or similar  
Automatic 5 People 3 Bags  
[Features & Price Details](#)



**Standard SUV**  
Chevrolet Equinox or similar  
Automatic 5 People 5 Bags  
[Features & Price Details](#)



**Full Size**  
Toyota Camry or Chevrolet Malibu or similar  
Automatic 5 People 4 Bags  
[Features & Price Details](#)



**Full Size SUV**  
Chevrolet Tahoe, Ford Expedition, Nissan Armada or similar  
Automatic 7 People 3 Bags  
[Features & Price Details](#)

# FAQ

## 1. QUESTION: HOW SOON CAN I SUBMIT THE VEHICLE REQUEST FORM

**ANSWER:** AS SOON AS POSSIBLE, **ENTERPRISE REQUIRES A 48-HOUR NOTICE WHEN REQUESTING RENTALS**

ACCORDING TO ENTERPRISE THE 48-HOUR NOTICE IS DUE TO SHORTAGE OF VEHICLES & ENTERPRISE WANTS TO ASSURE A VEHICLE IS AVAILABLE FOR UIW

**\*\*\*\* 48-HOUR NOTICE IS REQUIRED BEFORE SUBMITTING A VEHICLE REQUEST FORM**





# FAQ

## 2. QUESTION: WHO RECEIVES AND SUBMITS THE ENTERPRISE FINAL INVOICE?

**ANSWER:** EVERY SUNDAY, ENTERPRISE FINAL INVOICES ARE SUBMITTED TO FLEET COORDINATOR VIA EMAIL

INVOICE IS REVIEWED:

IF THE FINAL INVOICE HAS AN **INCREASE** IN PRICE FROM ORIGINAL REQUEST REQUESTER WILL RECEIVE THE BELOW EMAIL FROM FLEET COORDINATOR:

*GOOD AFTERNOON, PLEASE FIND ATTACHED THE ENTERPRISE FINAL INVOICE FOR JOHN DOE. PLEASE SEND A REQUEST FOR A CHANGE ORDER THROUGH PURCHASING, DUE TO AN INCREASE IN PRICE. THE ORIGINAL QUOTE WAS FOR 2 DAYS, AND THE FINAL IS FOR 3 DAYS, WHICH RESULTED IN THE INCREASE OF PRICE. ONCE A CHANGE ORDER IS COMPLETED, THE INVOICE MUST BE EMAILED TO AP FOR PROCESSING THE PAYMENT.*

*ORIGINAL PO REQUESTED AMOUNT: \$185.13*

*FINAL INVOICE AMOUNT: \$276.31*

*DIFFERENCE OF \$91.18*

IF THE FINAL INVOICE MATCHES THE PRICE OR **LESS THAN** ORIGINAL QUOTE, FLEET COORDINATOR WILL SEND THE FINAL INVOICE TO AP FOR PAYMENT VIA ADOBE SIGN



## ACCIDENTS

**Damages to Vehicle:** An accident is defined as any incident that causes damage to persons or property. Report accidents or damage involving a university owned vehicle, a rental vehicle, or your personal vehicle immediately, but in no event greater than 24 hours of the next business day to your dean or director and to Vehicle Services.

### Guidelines in the event of an accident:

1. Keep calm and do not argue with other persons involved in the accident.
2. Notify the local law enforcement agency immediately after an accident occurs, and at the accident site (unless it would be unsafe), and request that an accident report be completed.
3. Check for the University's Insurance ID card in the glove compartment of University-owned vehicles. The ID card is required by law and provides evidence of the University's fleet insurance coverage.
4. Cooperate fully in responding to requests for information from law enforcement officials. It is also permissible to state that you are driving a university vehicle and that it is insured under a university policy.
5. If injury is involved, get immediate medical aid.
6. Report injuries you or your passengers sustain to your director or dean, Health Services, and Human Resources.
7. Discuss the accident only with police officers, the University's insurance representatives or University officials. Refer all questions from lawyers, other involved parties, and others to the General Counsel.
8. Take down as much information as you can on all other party(ies) to the accident (e.g., insurance company, driver's name, license number, plate number, make of car, model of car, year, how accident happened, witness, addresses, phone numbers, etc.).
9. Do not undertake or authorize any repairs (other than emergency repairs to safely return to the lodging/destination). Authorization may only be provided by the Director of Vehicle Services.

# IN CASE OF AN ACCIDENT:

## POINTS OF CONTACT

RISK & SAFETY MANAGEMENT, **SAMUAL MCDANIEL** – [SGMCDANI@UIWTX.EDU](mailto:SGMCDANI@UIWTX.EDU)

VEHICLE SERVICES, **JOE CADENA** – [JACADENA@UIWTX.EDU](mailto:JACADENA@UIWTX.EDU)

VEHICLE SERVICES, **ROLAND BANDA** – [RHBANDA@UIWTX.EDU](mailto:RHBANDA@UIWTX.EDU)

## EMAIL THE ABOVE INDIVIDUALS WITH THE FOLLOWING INFORMATION:

1. POLICE REPORT/CASE#
2. WHAT OCCURRED
3. PICTURES OF VEHICLE & OTHER VEHICLES INVOLVED



THANK YOU  
FOR YOUR TIME TODAY!

QUESTIONS?

