

HOW TO ENTER A MATERIAL & SUPPLY FEE

To complete this task you must have the UF_SF_COURSEFEE_DEPT_USER security role.

Material & Supply Fees are:

- Billed to the student in addition to tuition.
- For consumable supplies provided to the student for a specific course within the term the student is charged.
- Based on a per student/per course basis, rounded to the nearest dollar.
- A minimum of \$1.00 per student per course.
- Not limited, but requests for M&S Fees over \$50.00 per student per course will need to be accompanied by a justification letter signed by the Dean.

Note: 85% of the revenue/course fees received from students for that term must be spent on the fee items requested within two weeks after the close of the term. No more than 15% of the collected revenue/course fees may be carried forward into the next term.

1. Log in to **myUFL**.
2. Navigate to: **NavBar > Main Menu > Student Information System > Course Fees > Course Fee Request**.
3. Select the **Add a New Value** tab.

Course/Fee Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Course/Fee Request ID: begins with

Course/Class Fee Type: =

Academic Organization: begins with

Chartfield 1: begins with

Originator OperID: begins with

Case Sensitive

- Use the Drop Down Box for the "Course/Class Fee Type" field and select **Material & Supply**.
- Click **Add**.

Course/Fee Request

Find an Existing Value Add a New Value

Course/Fee Request ID:

Course/Class Fee Type:
 Class Section Exclusion
 Equipment
Material & Supply
 Other

You will see this Course Fee Request screen.

Course Fee Request

This page is used to request and approve to update the course fee table to ensure student financial accounts are charged for the appropriate amount to support the instruction of the course.

Course/Fee Request ID 00000000000000 **12**

Course/Class Fee Type Material & Supply **1** Routing Academic Organization

Course/Class Fee Status Pending - 0

Selected Term...

*Term **2**

Material & Supply Course Information... Find First 1 of 1 Last

*Course ID **3**

*Course Offering Nbr Academic Organization Subject Catalog Nbr

Projected Attendance **4**

Amount Per Student 0.00 **10**

Amount Per Student (Override) **11**

Comment **13**

SetID UFLOR University of Florida

Account Type TUI Tuition and Fees

Item Type

ChartField...

Chartfield Group 1	Chartfield Group 2						
Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate

Total Annual Cost \$0.00 **9**

M & S Fee Items... Personalize | Find | | First 1 of 1 Last

Fee Item	Previous Annual Amount	Annual Cost	Further Information	8
<input type="text"/> 5	0.00	0.00	<input type="text"/> 6	<input type="button" value="+"/> <input type="button" value="-"/>

- Enter the **Academic Organization** for Routing purposes.

The Academic Organization will be your 4-Digit Department ID. You can Search for your Academic Organization by entering “Begins with” and the first 2 digits of your College.

- Click **Look Up**.

Academic Organization	Description	Academic Institution	Campus
60000000	College-Agr & Life Sciences	UFOR	MAIN
60030000	AGL(AG)-Dean's Office	UFOR	MAIN
60060000	AGL(AG)-Food & Resource Econ	UFOR	MAIN
60070000	AGL(AG)-Agricultural & BiolEng	UFOR	MAIN
60079998	AGL(AG)-Agricultural Op Mgt	UFOR	MAIN
60079999	AGL(AG)-Packaging Sciences	UFOR	MAIN
60080000	AGL(AG)-Agronomy	UFOR	MAIN
60090000	AGL(AG)-Animal Sciences	UFOR	MAIN
60100000	AGL(AG)-Microbiology & Cell Sc	UFOR	MAIN
60140000	AGL(AG)-Entomology & Nem	UFOR	MAIN
60142400	AG-Pest Management	UFOR	MAIN
60150000	AGL(AG)-Food Sci & Human Nutr	UFOR	MAIN
60170000	AGL(AG)-Sch of Natri Res & Env	UFOR	MAIN
60180000	AGL(AG)-Envir Horticulture	UFOR	MAIN
60190000	AGL(AG)-Plant Pathology	UFOR	MAIN
60210000	AGL(AG)-Soil & Water Science	UFOR	MAIN
60220000	AGL(AG)-Statistics	UFOR	MAIN
60230000	AGL(AG)-Horticultural Sciences	UFOR	MAIN
60260000	AGL(AG)-Agricultural Ed & Comm	UFOR	MAIN
60320000	AGL(AG)-Family, Youth & Comm Sc	UFOR	MAIN
60460000	AGL(AG)-Sch Forest Res & Cons	UFOR	MAIN
60466000	AGL(AG)-SFRC-Geomatics	UFOR	MAIN
60469000	AGL(AG)-SFRC-Fisheries	UFOR	MAIN
60470000	AGL(AG)-Wildlife Eco & Conserv	UFOR	MAIN
60480000	AGL(AG)Fisheries & Aquatic Sci	UFOR	MAIN

- Enter the **Term** (2) you want the fee to be effective. Material & Supply Fees are on a Term-by-Term basis. Once a fee is added for a Term, the fee will be picked up in the Re-Certification process for the next term.

- Enter the **Course ID** and **Course Offering Nbr** (3). If you do not know the Course ID, click the Lookup and you can Search by Subject Area and Catalog Nbr. If there is only one course offering number, then the application will automatically populate the value.

10. In the **Projected Attendance** field (4), enter the number of students you expect to enroll in the Course for that Term.
11. In the **Fee Item** field (5), use the Lookup to view all available fees.

Look Up Fee Item

Fee Item: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-34 of 34 Last

Fee Item	Status as of Effective Date	Description
1000	Active	Adhesives
1001	Active	Batteries
1002	Active	Blueprints
1003	Active	CD's
1004	Active	Chemicals
1005	Active	Construction Documents
1006	Active	Consumable Supplies
1007	Active	Copy costs
1008	Active	Copy paper
1009	Active	Disposable Items
1010	Active	Epoxies
1011	Active	Fabrics
1012	Active	Feed
1013	Active	Fertilizers
1014	Active	Flip Charts
1015	Active	Gasoline (field trips)

Some Fee Items will Require Further Information (6).

Please make the descriptions as clear as possible and itemized so the University Budget Office does not have to contact you for further explanation or Pushback your Request ID.

12. Enter the **Annual Cost** (7).

Remember, this is the cost for the total purchase, not per student.
13. You may add or delete Fee Items by clicking the addition/deletion icons (8).
14. The application will automatically calculate the **Total Annual Cost** (9) by adding the Annual Cost of each Fee Item.

When the Annual Cost is entered, the application will calculate the **Amount Per Student** (10) based on the Projected Attendance. As Fee Items are added or deleted, the application will recalculate automatically when you tab out of the Annual Cost field (7).

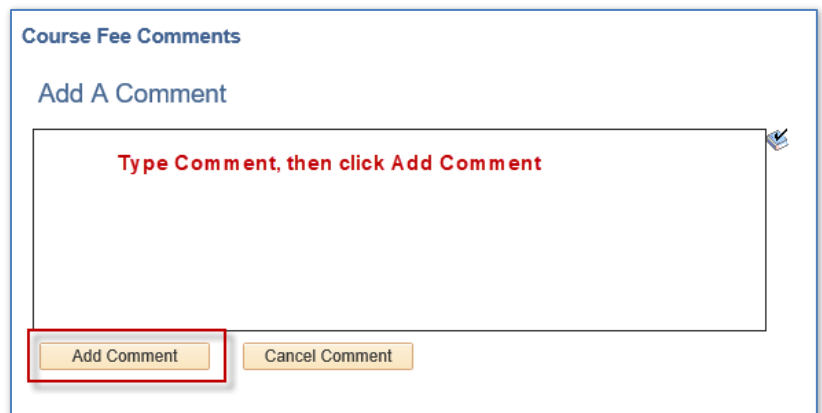
$$\text{Amount Per Student (10)} = \frac{\text{Total Annual Cost (9)}}{\text{Projected Attendance (4)}}$$

- If the Amount Per Student is over \$50.00 (the Maximum allowable fee without Provost Approval) and you would like to override the application calculated Amount Per Student, enter the amount to be charged to the student in the **Amount Per Student (Override)** field (11).
- If the Amount Per Student is over \$50.00 (the Maximum allowable fee without Provost Approval) and you would like the fee to remain at that amount, Provost Approval will need to be obtained.

15. Use the **Documents** button (12) to attach a justification letter signed by the Dean.

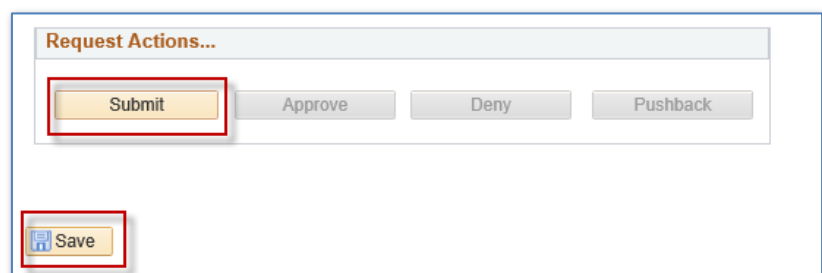
The University Budget Office will request Provost Approval on your behalf and notify you via email the status of the request.

16. Use the **Add Comments** button (13) to provide any additional pertinent information necessary for the Request to be approved.



17. Review the Request ID for accuracy. If everything looks correct:

- Click the **Save** button to save the form and complete later **OR**
- Click the **Submit** button to move forward with this request



ADDITIONAL NOTES

- Once Saved/Submitted the Request will receive a **Course/Fee Request ID** and will be routed to the Dean/Dean Designee of your College for Approval based on the Routing Academic Organization.
- After the Request ID has been approved at the College level, the Request will be routed to the Budget Office for Approval.
- The Budget Office will review for accuracy, request a new Dept Flex and Item Type for the Material & Supply Fee in Fund 162 which will automatically populate in the Request ID Chartfield Section before final approval.

Item Type							
ChartField...							
Chartfield Group 1		Chartfield Group 2					
Operating Unit	Alternate Account	Budget Reference	Chartfield 1	Chartfield 2	Chartfield 3	Fund Affiliate	Operating Unit Affiliate

- The Budget Office will obtain Provost Approval for M&S Fees over \$50.00 per student per course with proper justification.

ADDITIONAL RESOURCES

For assistance with technical issues, please contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with course fees, contact Amber Allen-Ingram at ameldot2@ufl.edu or 352-392-2120.