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.
4. Use the Drop Down Box for the “Course/Class Fee Type” field and select **Material & Supply**.

5. Click **Add**.

You will see this Course Fee Request screen.
6. 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.

7. Click **Look Up**.

8. 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.

9. 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]

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).
• 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.

- 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.