

Entering Material and Supply Fees

To complete this task you must have the **UF_COURSEFEES_DEPT_USER** security role. To learn more about Material and Supply Fees, please participate in PST: 313 Managing M&S/Equip Fees

Fees are:

- ▶ Based on a per student/per course basis, rounded to the nearest half dollar.
- ▶ Not limited, but applications for M&S Fees over \$50.00 per student per course will need to be accompanied by a justification for the excessive M&S Fee
- ▶ Billed to the student along with tuition

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- ▶ Login to myUFL by navigating to my.ufl.edu. Click the **Access myUFL** button, enter your GatorLink username and password and click the Login button
 - ▶ Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request
 - ▶ Click the **Material and Supply Fee Request** link
 - ▶ Enter or select the **ISIS Course ID**
 - ▶ Note there are other ways to search
 - ▶ **Academic Group** (AG, EG...)
 - ▶ **Academic Organization** (department responsible for the course)
 - ▶ **Course Description** (course name)
 - ▶ Select the course by clicking the link in the **Search Results**
 - ▶ Enter or select the **Term**
 - ▶ In the **Projected Annual Enrollment** field, enter the number of students you expect to enroll in the "Course"
 - ▶ Enter the **Fee Item Name** or use the lookup to view all available fees.
 - ▶ There are a few categories that require a description be entered:
 - ▶ Consumable Items
 - ▶ Disposable Items
 - ▶ Lab Tests or Fees
 - ▶ Other Items
 - ▶ Software

Please make these descriptions as clear as possible so we don't have to contact you for further explanation.

- ▶ Enter the **Annual Cost**
 - ▶ Remember, this is the cost for the total purchase, not per student

If you have another M&S Free Request Form saved, you can copy it using the **Copy Fee Items From eForm** option

- ▶ You will need to know the **Form ID** number to complete the copy function
- ▶ You could create one, save it and use it several times, like a template

When the Annual Cost is entered, the system will calculate the Amount Per Student

- ▶ To override the system calculated **Amount Per Student**, enter the amount to be charged to the student in the **Department Override Amount** field
- ▶ Click the **Save** button to save the form and complete it later
- ▶ Click the **Submit** button to move forward with this request
- ▶ Click the **Yes** button to confirm your submission
- ▶ The name of the next approver will be displayed

- Use the "+" icon to add additional Fee Item Names
- Use the "-" to remove Fee Item Names from the course



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