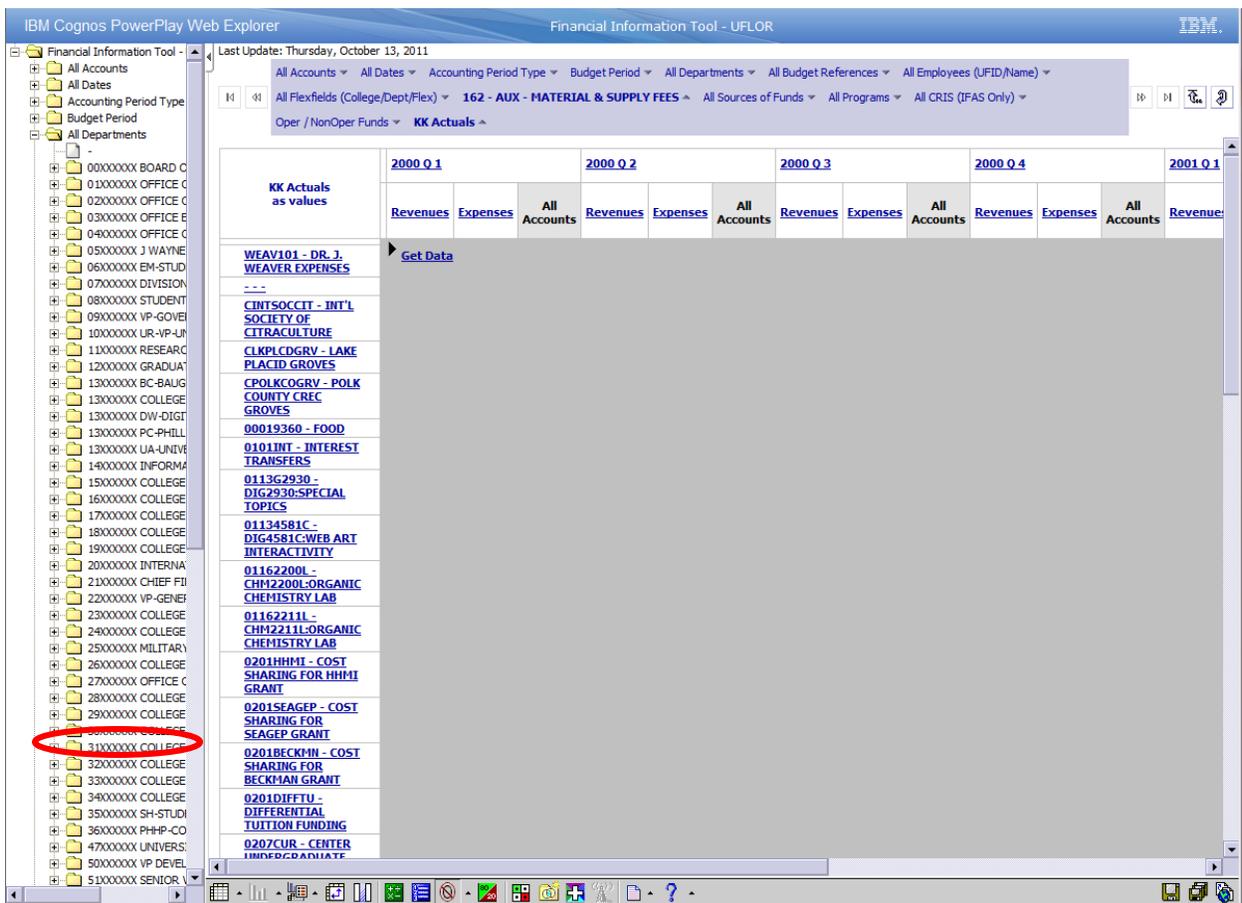
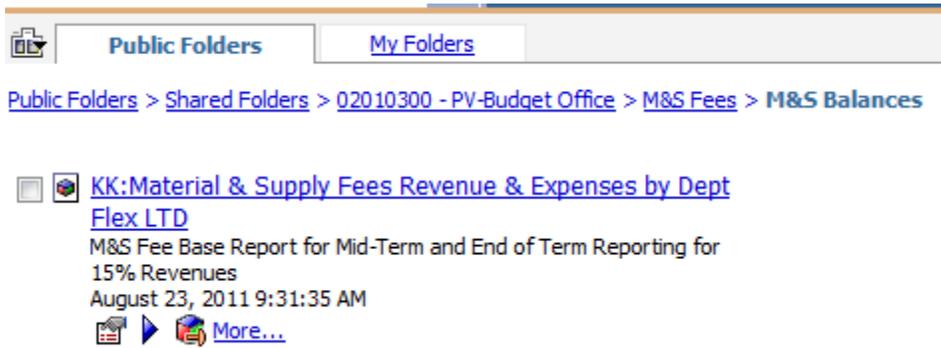
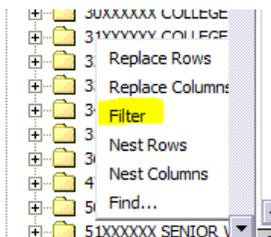


Go to Enterprise Reporting> Access Reporting



Right click on your Dept ID Filter





Last Update: Thursday, October 13, 2011

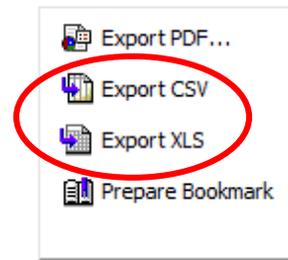
All Accounts All Dates Accounting Period Type Budget Period 31000000 COLLEGE-NURSING All Budget References All Employees (UFID/Name) All Flexfields (College/Dept/Flex) 162 - AUX - MATERIAL & SUPPLY FEES All Sources of Funds All Programs

KK Actuals as values

	IN 4	2012 Q 1			2012 Q 2			All Dates
		Revenues	Expenses	All Accounts	Revenues	All Accounts	All Dates	
---		-1,017.85	0.00	-1,017.85	0.00	0.00	-51,540.65	
31023355L - CHILD HEALTH CARE APPLICATION		0.00	0.00	0.00	0.00	0.00	742.99	
31023738L - REST OF WELL CLIN 2		0.00	0.00	0.00	0.00	0.00	-118.54	
31026002C - ADV HEALTH ASSEMT/DIAG REASON		-6,900.00	3,861.00	-3,039.00	0.00	0.00	6,765.37	
31026320C - NGR6320C-NEONATAL NURS PRACT 1		-63.00	0.00	-63.00	0.00	0.00	83.20	
31026322C - NGR6322C-PEDIA PRIMARY CARE 2		0.00	0.00	0.00	0.00	0.00	29.40	
31026602C - NGR6602C-FAMILY PRACTITIONER 2		0.00	0.00	0.00	0.00	0.00	1,777.40	
31033026C - ESSENTIALS OF PROF NURSING		0.00	0.00	0.00	0.00	0.00	661.03	
31033067L - CLIN FUND CARE MIGHT		0.00	0.00	0.00	0.00	0.00	5,516.52	
31033069C - COMMUN AND HEALTH ASSESSMENT		-12,250.00	9,481.40	-2,768.60	-542.50	-542.50	-3,174.16	
31033119L - NUR3119L-CLIN FUND CARE MANAG		0.00	0.00	0.00	0.00	0.00	2,373.71	
31033225L - ADULT HEALTH CARE APPL		0.00	0.00	0.00	0.00	0.00	4,394.17	
31034767L - HCAPPLIC-COMPLEX HEALTH PROB		0.00	0.00	0.00	0.00	0.00	8,803.39	
31036052C - ADULT NURSING: DIAG AND PROC		0.00	0.00	0.00	0.00	0.00	743.20	
31036053C - DIAG AND PROC FOR THE CRIT ILL		0.00	0.00	0.00	0.00	0.00	2,775.90	
31036230C - NGR6230C-ACUTE CARE DIAG/PROCE		0.00	1,362.77	1,362.77	0.00	0.00	3,939.64	
31043138L - NUR3138L: WELLNESS PRO CLIN 1		-1,410.75	837.12	-573.63	-60.13	-60.13	636.96	
31044635L - COMH HEALTH CARE APPLICATION		0.00	0.00	0.00	0.00	0.00	-555.65	
All Flexfields (College/Dept/Flex)		-21,641.60	15,542.29	-6,099.31	-602.63	-602.63	-12,512.51	

Columns 87-91 of 91. Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

You can download everything into excel using these icons along the bottom.



You can drill further down to see what makes up the data by using this icon  and

[Source Transaction Detail - UFLOr](#)

Details myUFL Financials source transactions for non-payroll General Ledger balances. It will display journal values (not transaction details) whenever the source information is external to myUFL Financials like payroll entries and online/upl

If you want to look at just this fiscal year you can filter for 2012 dates by right clicking and filter. This will likely not match up to Budgets Overview.

Financial Information Tool - UFL

Last Update: Thursday, October 13, 2011

All Accounts All Dates Accounting Period Type Budget Period 31000000 COLLEGE-NURSING All Budget References All Employees (UFID/Name) All Flexfields (College/Dept/Flex) 162 - AUX - MATERIAL & SUPPLY FEES

2000  
2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009  
2010  
2011  
2012  
current Month  
Last Month  
Current Month and Last  
Current Month - Prior Yr  
Last Month - Prior Year  
Rolling 12 Months  
Previous 18 Months  
QTD  
Prior QTD  
QTD Grouped  
Rolling 12 Quarters  
YTD  
Prior YTD  
YTD Grouped  
YTD Grouped Last Mont  
Last Year  
Life to Date - Current M

KK Actuals as values	IN 4	2012 Q 1			2012 Q 2			All Dates
		Revenues	Expenses	All Accounts	Revenues	All Accounts	All Dates	
---		-1,017.85	0.00	-1,017.85	0.00	0.00	-51,540.65	
31023355L - CHILD HEALTH CARE APPLICATION		0.00	0.00	0.00	0.00	0.00	742.99	
31023738L - REST OF WELL CLIN 2		0.00	0.00	0.00	0.00	0.00	-118.54	
31026002C - ADV HEALTH ASSEMT/DIAG REASON		-6,900.00	3,861.00	-3,039.00	0.00	0.00	6,765.37	
31026320C - NGR6320C-NEONATAL NURS PRACT 1		-63.00	0.00	-63.00	0.00	0.00	83.20	
31026322C - NGR6322C-PEDIA PRIMARY CARE 2		0.00	0.00	0.00	0.00	0.00	29.40	
31026602C - NGR6602C-FAMILY PRACTITIONER 2		0.00	0.00	0.00	0.00	0.00	1,777.40	
31033026C - ESSENTIALS OF PROF NURSING		0.00	0.00	0.00	0.00	0.00	661.03	
31033067L - CLIN FUND CARE MIGHT		0.00	0.00	0.00	0.00	0.00	5,516.52	
31033069C - COMMUN AND HEALTH ASSESSMENT		-12,250.00	9,481.40	-2,768.60	-542.50	-542.50	-3,174.16	
31033119L - NUR3119L-CLIN FUND CARE MANAG		0.00	0.00	0.00	0.00	0.00	2,373.71	
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31036052C - ADULT NURSING: DIAG AND PROC		0.00	0.00	0.00	0.00	0.00	743.20	
31036053C - DIAG AND PROC FOR THE CRIT ILL		0.00	0.00	0.00	0.00	0.00	2,775.90	
31036230C - NGR6230C-ACUTE CARE DIAG/PROCE		0.00	1,362.77	1,362.77	0.00	0.00	3,939.64	
31043138L - NUR3138L: WELLNESS PRO CLIN 1		-1,410.75	837.12	-573.63	-60.13	-60.13	636.96	
31044635L - COMH HEALTH CARE APPLICATION		0.00	0.00	0.00	0.00	0.00	-555.65	
All Flexfields (College/Dept/Flex)		-21,641.60	15,542.29	-6,099.31	-602.63	-602.63	-12,512.51	

Columns 87-91 of 91. Zero suppression rows and columns. Suppression options applied: zero values, division by zero, missing values, overflow values

I use the data above in conjunction with Budgets Overview to formulate the spreadsheet/report that I review at the end of the term. I have included the breakdown of the spreadsheet tabs and any calculations that may occur.

Original FitCube Data Tab = The original data I pulled from the FitCube using Enterprise Reporting>Public Folders>Special Newsboxes>02010300-PV-Budget Office>M&S Fees>M&S Balances>KK:Material &Supply Fees Revenue & Expenses by Dept Flex LTD.

Adjusted FitCube Data Tab = The same data from the first tab above adjusted to include the calculation for 15% of Revenues (sum of Fund Balance and 2011 Fall Term Balance\*0.15) unless the Fund Balance was a positive number (already overspent) and in that case the calculation is 2011 Fall Term Balance\*0.15. A formula to determine if the total balance available is larger than the 15% revenues and a formula to determine if the total balance is greater than 0 to determine if the flex is over spent.

FitCube Drill Through Data Tab = The drill through data on the FitCube giving you transactional lines.

Budgets Overview Screen Shot = Screen Shot of Budgets Overview. I tried to find a report that would match back to budgets overview which is where I've been told most people check to see if they are over spent or under spent. As you will see the FitCube total at the bottom of the second sheet and the budgets overview total are very close if not exactly the same. The difference has to do with the delay in the FitCube from production data.

Need to Spend and Over Spent Tab = Two pivot tables pulled from the second tab of info showing you first the total balance and 15% revenue amount by flex that needs to be spent and second the total balance by flex that is overspent.

\*Note: I had to pull in the data in as Life to Date in order for the data to match in Budgets Overview given the carryover that has been occurring.

## PeopleSoft PeopleTools Queries:

We've got a lot of options to answer questions for Material & Supply Fees and Equipment Use Fees as they relate to course management. These reports are formulated to give you answers about what is in the Course Fee System, not course collections. They are designed to make your life easier and to answer questions you have about information contained on the forms, the courses, enrollment, the items to purchase, and the equipment you are charging.

You can get to these reports by going to PeopleSoft>Campus Solutions People Tools>Reporting Tools>Query Viewer and put in the report name. You will need to request a new role:

**UF\_SA\_COURSEFEE\_QUERY**. This will allow you access to the reports.

OWNER	TYPE	NAME	DESCRIPTION
PUBLIC	QUERY	UF_MSEUF_SECTION EXCEPTIONS	M&S/EUF Section Exceptions
PUBLIC	QUERY	UF_MS_FEE_FORM STATUS	M&S Fee Status & Projected Revenue
PUBLIC	QUERY	UF_MS_STRATEGIC_PURCHASING	M&S Items to be purchased by Item
PUBLIC	QUERY	UF_MS_SUPPLIES_ACADORG	M&S Items to be purchased by Academic Org
PUBLIC	QUERY	UF_MS_SUPPLIES_COURSE	M&S Items to be purchased by Course ID
PUBLIC	QUERY	UF_EUF_FORM_LOOKUP	Quick form lookup by Course ID
PUBLIC	QUERY	UF_EUF_FORM_STATUS	Equip Fee Status & Projected Revenue
PUBLIC	QUERY	UF_EUF_REVENUES_ACADORG	EUF Revenues by Equipment by Academic Org
PUBLIC	QUERY	UF_EUF_REVENUES_FLEX	EUF Revenues by Equipment by Dept Flex

### **WHEN ASKING QUESTIONS ABOUT SECTION EXCEPTIONS WHICH REPORT SHOULD I USE?**

#### **UF\_MSEUF\_SECTION\_EXCEPTIONS**

Tells you the course and class (section) that the fees for M&S or Equipment Use Fees have been removed, the term, eForm #, form status and who originated the request.

## **WHEN ASKING QUESTIONS ABOUT MATERIAL & SUPPLY FEES WHICH REPORT SHOULD I USE?**

***What forms have I submitted? What is their status? What is the projected annual enrollment, assessed credit hours, projected revenue? What form did I submit this course fee on? What is the status of my forms? Do I have anything pending?***

### ***UF\_MS\_FORM\_STATUS***

Tells you all of this information by college, department all of the Material that has been requested as well as the status of your forms.

***What items is my college/department planning to buy? Can I consolidate my purchases to take advantage of discounts? How much do I have projected to spend on a certain item? What courses will be charged for “copy paper”?***

### ***UF\_MS\_STRATEGIC\_PURCHASING***

Subtotal this report to give you a look at the purchases that your college or department is planning to purchase for the term and which courses you can charge.

***What Material & Supply items can I buy for a certain course? What are all of the items that I listed on my forms?***

### ***UF\_MS\_SUPPLIES\_ACADORG***

Lists the items to be purchased by course to include the fee charged each student.

### ***UF\_MS\_SUPPLIES\_COURSE***

Lists the items to be purchased for a specific course to include the fee charged each student.

## **WHEN ASKING QUESTIONS ABOUT EQUIPMENT USE FEES WHICH REPORT SHOULD I USE?**

***What equipment is associated with a specific course for a specific term?***

### ***UF\_EUF\_FORM\_LOOKUP***

Allows a quick look up to list that tells you the course, assessed credit hours and the fee charged.

***What forms have I submitted? What is their status? What equipment is included in the Equipment Use Fee? What is the projected annual enrollment, assessed***

***credit hours, projected revenue? What form did I submit this equipment on? What is the status of my forms? Do I have anything pending?***

#### ***UF\_EUF\_FORM\_STATUS***

Tells you all of this information by college, department all of the equipment forms that have been requested as well as the status of your forms.

***What equipment am I charging this course for? What equipment is included in the deptflex? What courses are being charged for this equipment? I'm paying my p-card charges – is this equipment really on the list for approved purchases?***

#### ***UF\_EUF\_REVENUES\_ACADORG***

Put in your Academic Org XXXX% and term. The report gives you a list of the equipment by deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

#### ***UF\_EU\_REVENUES\_DEPTFLEX***

The report gives you a list of the equipment by a single deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

### **Misc Questions and Answers:**

**Is it possible to cancel fees for a course, even though the amounts have been published in the Schedule of Courses?**

Yes, you can delete or decrease any fee even after the schedule is published.

We do not allow increases without specific Provost written approval because we do not want to increase a fee on the students without proper notification. If written approval is received from the Provost to increase the fee it is the responsibility of the College to notify the students of the change.

**I just want to make sure that we only need to enter data if we need to make a change. Is this correct? If the fees will remain the same for our courses, then we do not need to do anything.**

That is correct.

**I believe most material and supply fees for our courses were input and approved using eForms at the end of the spring term. Do we need to input the same information again?**

No, you only need to input if you want to change the fees.

**If a course has an official course change I add the fee to the new course number and delete the fee from the old course number. Is this correct?**

Yes, with the term that the change occurs on both.

**It doesn't appear I can submit the exclusions yet for fall? I see spring 09 and fall 08 but not fall 09? Is that correct?**

That's right – until the sections are “loaded” for a term you cannot exclude them. Sections are loaded when the schedule is finalized, however sections are added/deleted as class assignments change.

## **More Information:**

**Decreasing or deleting a fee can happen at any time, including during a term.**

**To delete a fee** – can be done during the term or at the beginning of a term – fill out Delete Fee request. If the term has begun the students will receive a refund. The system generates a refund to the student.

**To decrease a fee** – Fill out a new M&S Request. If out of the time range set for the term the form must be unlocked before submitting. The last form overrides previous forms. We do need to approve it through the Presidential approval process. The system generates a refund to the student.

**Course Changes** – delete old fee; input new fee request – comment should notate that the new fee/fee delete is a result of a course change

**And finally, an important clarifications:** If you delete a course from a copied Equipment Use Fee Form it is a two-step process. You must first delete the course from the form to allow the fees to recalculate over the remaining courses. Then you also have to go into Course Fee- Delete Fee to delete the fee from the course. If one step is completed without the other the fees will be incorrect.

Only the items actually used by the students can be charged to the students. If the item is used during student instruction and included on the Material & Supply Fee Request it would be allowed. Fees are collected as paid by the students. If you need the supplies in advance you should use departmental OE funds to purchase them and then input an E2E to change the charge to M&S Fees once you have sufficient funds.

The Equipment Use Fee (EUF) which allows you to charge students for the usage of significant equipment. You must purchase the equipment prior to charging the student, the EUF is to build a reserve for maintenance, insurance and the replacement of equipment. If you would like to substitute a piece of equipment you must obtain Dean approval. The "intended function" is a similar way of instructing or performing the same information. As long as the new equipment and the old equipment have the same intended function, e.g., determination of molecular structure you should be fine. The Dean's approval should be forwarded to me for retention.

## Account codes for Material & Supply Fees

### Fund 162

811000 TRANSFERS WITHIN UNIVERSITY

721200 Natural Gas

731100 Lab Supplies

731200 Animals For Research

732100 Office Supplies (General)

733000 Building Maintenance & Supplies

734100 Computer Supplies

734200 Computer Software

735000 Medical Supplies

736000 Motor Fuels and Lubricants

793100 Photocopy

793200 Offset Printing

793300 Specialty Printing

793900 Printing Reproduction – Other

794100 Freight

We will be adding 600000,650000, and 719300 to the approved list for a special pilot program with Mathematics.

### Explanation of Account Usage:

#### **721200 – Natural Gas**

This G/L account should be used to record the cost of natural gas incurred.

#### **731100 – Lab Supplies**

Represents the cost of supplies and materials consumed or used in connection with the operation of a laboratory or for research purposes. Items that can be charged to this account code include: agarose gel making reagents, agriculture aquatic supplies, autopsy supplies, bacteria fungi, binocular telescope < 1000, biochemicals, clinical analyzer reagents, decontamination shower, ergonomic supports aids, face and head protection, fall protection, film badges, gloves, hay, hearing protection earplugs, isotopes radioactive, lab coats or scrubs, lab consumable supplies, lab electrophoresis supplies, lab gene arrays chips, lab PCS supplies, lab pipette tips, lab pipettes , lab primers and linkers, lab reagents or indicators, lab RNA markers, lab test tubs, lab tissue culture supplies, lab vectors, lab washing detergents, microwave oven, nonradioactive labeling kits, protective coveralls, protective gloves, protein expression products, radioactive labeling kit, radioisotope source, reagents for electrophoresis, respiratory dust masks, specimen collection containers, syringes, tank and cylinder accessories, toxins, viruses, vision protection and access.

#### **731200 – Animal for Research**

Represents the cost of animals purchased to support research purposes at the University of Florida. This G/L account code should only be for animals that are <1,000.

#### **732100 – Office Supplies (General)**

Represents the cost of all supplies and materials consumed or used in the general operation of an office. Examples: arts and crafts supplies, calculator, clocks <1,000, envelopes, forms printed, mailing supplies, office accessories, office equipment supplies, office supplies, paper pads or notebooks, phone headsets, picture frames, printer ink cartridges, printer or copier paper, signs or banners <1,000, stationary paper, teacher resource materials, toner cartridges, pens, pencils, staplers, erasers, file folders, paper

clips, adding machine tape, and rulers.

### **733000 – Building Maintenance & Supplies**

Supplies used by UF personnel to maintain, repair and operate buildings and equipment. Includes abrasive media sandpapers, acoustic ceiling tiles, adhesives sealants glue, air conditioner <1,000, bags, bed mattress <1,000, building maintenance supplies, cabinetry, carpeting, ceiling materials, circuit breaker panel supplies, cleaning disinfecting chemical, cleaning janitorial supplies, concrete cement plaster, cooking range stoves, cooling AC supplies, dishwasher <1,000, doors, electrical box encl conduit, electrical Hrdwr supplies, electrical wire or cable, electronic supplies, exterior lighting and fixtures, fans <1,000, fencing, filters, floor lamps, flooring, fluorescent fixtures, fluorescent tubes, furniture fixtures classroom, furniture parts <1,000, gates, glass products, hardware, nails, screws, bolts, heating supplies, HVAC equipment, interior lighting and fixtures, lab bench lights <1,000, lab benches <1,000, ladders and scaffolding, lamp ballasts, light bulbs or lamps, mirrors <1,000, miscellaneous optical components, optical filters, paint brushes, roller sprayers, paint solvents and thinners, paints and primers, paper towels, personal paper products, structural building products, swim pool and spa supplies, table lamps, tape, toilet seat covers, toilet tissue, tool kits, tube and tubing, valves, ventilation equipment, walk in refrigerators cold room, wall finishing materials, washer/dryers <1,000, water waste treatment supplies, welding supplies, window treatments blinds, windows, and wood.

### **734100 – Computer Supplies**

Represents the cost of supplies and materials used in general operation of computers, related equipment, and input and output (I/O) operations. Examples: floppy disks, computer supplies parts <1,000, media storage devices, PDA accessories <1,000, read write CDs, Read Write DVDs, Removable Storage.

### **734200 – Computer Software**

Purchase of software including site and recurring licenses below \$1,000 for data/word processing systems including upgrades. Must be one-time use or given to students as their property at the end of the course.

### **735000 – Medical Supplies**

Payments for all medical supplies. Examples: dental imaging supplies, dental supplies, dental x-ray film, drugs and pharmaceutical products, medical patient exam products, medical supplies, medical training supplies, and X-ray film.

### **736000 – Motor Fuels and Lubricants**

Represents all charges related to motor fuels and lubricants. Examples: diesel fuel, engine motor oil, gasoline fuel, gear oil, general purpose lubricants, greases, hydraulic oil, marine fuel, transmission oil.

### **793100 - Photocopy**

All black and white and color photocopying and related processes purchased from outside vendors.

### **793200 - Offset Printing**

Printed material reproduced on an offset press such as brochures, flyers, newsletters, posters, postcards letterhead, business cards, and magazines.

### **793300 - Specialty Printing**

Novelty or premiums printing such as awards, T-shirts, pens, key chains, name tags, buttons

### **793900 – Printing Reproduction – Other**

Any expenses that can be attributed to printing or a printing process, but does not obviously fit one of the other printing or photocopy categories.

### **794100 – Freight**

Charges for incoming and outgoing freight shipments by common carriers, such as UPS, Federal Express, etc., including customs charges and package express that are not applicable to vendor purchases. Also includes air cargo transport and road cargo transport.

## **Account codes for Equipment Use Fees**

### **Fund 163**

#### **PS ACCOUNT DESCRIPTION**

731300 Audio/Visual Equipment  
731800 Attractive Audio/Visual Equipment under \$1,000  
731900 Attractive Lab Equipment under \$1,000  
734200 Computer Software  
734250 Computer Software Tech  
734800 Attract-Computer Equipment (NOT CAP)  
734900 Attract – Computer Peripheral <1,000  
739700 Attract – Small Handtools <1,000  
739800 Attract – Musical Equipment <1,000  
742100 Repairs and Maintenance – Furniture and Equipment  
742200 Maintenance Contracts – Equipment  
742400 Repairs and Maintenance –Computer/Electronics  
781100 Equipment – General  
782400 Computer Software – General

We will be adding 792200 Rentals – Equipment to the approved list.

## **Explanation of Account Usage:**

### **731300 – Audio/Visual Equipment**

This G/L account code represents the purchase of certain audio visual equipment.

### **731800 – Attract – Audio/Visual Equipment <1,000**

This G/L account code represents the purchase of audio visual equipment, <1,000. Examples are audio visual equipment, camera video equipment, digital camera camcorder, DVD players recorders, presentation equipment, and camera supplies that are <1,000.

### **731900 – Attract – Lab Equip <1,000**

This G/L account code represents the purchase of laboratory equipment, <1,000. Examples are lab scientific equipment, refrigerator freezers, microfilm equipment, and lab fume hoods <1,000.

### **734200 – Computer Software**

Purchase of software including site and recurring licenses below \$1,000 use in data collection, specific instructional software only

### **734250 – Computer Software Technical**

Purchase of software including site and recurring licenses greater than \$1,000 used for data collection, specific instructional software only

### **734800 – Attract-Computer Equipment (NOT CAP)**

Purchase of computer equipment that is <1,000. Examples: computer monitor, computer

PDA, computers, printer copier.

**734900 – Attract – Computer Peripheral <1,000**

Purchase of computer peripherals that are <1,000. That is a piece of computer hardware that is added to a host computer, i.e. any hardware except the computer, in order to expand its abilities. Typical examples include zip drive, cd-rom drive, or internal modem.

**739700 – Attract – Small Handtools <1,000**

Represents the cost of purchasing small hand tools <1,000. Examples: compressors, garden tools, mowers, sprayers, hammers, screwdrivers.

**739800 – Attract – Musical Equipment <1,000**

This G/L account code is to be used for the purchase of musical supplies and equipment <1,000.

**Repairs and Maintenance (740000 – 749999)**

**742100 – Repairs and Maintenance – Furniture and Equipment**

This G/L account should be charged with the general repairs and maintenance of furniture, furnishings, and equipment. This also includes lab centrifuge maintenance and lab equipment maintenance.

**742200 – Maintenance Contracts – Equipment**

This G/L account should be charged with the cost of general repairs and maintenance of office machines and equipment as well as the cost of maintenance contracts. Examples: copier/fax/printer maintenance, equipment maintenance repair and telecom equipment maintenance.

**742400 – Repairs and Maintenance – Computer/Electronics**

This G/L account should be charged with the cost of general repairs and maintenance of computers and support contracts. Examples: repair and maintenance fees for computer equipment and electronics.

**781100 – Equipment – General**

This G/L account should be charged for the purchases of general equipment that is greater than \$1,000 and its normal expected life is one year or greater.

Examples: Air cleaning equipment, alarm systems, anaerobic chamber, animal cage racks, autoclave and sterilizer, automated attendant system, autopsy equipment, biosafety cabinet, boiler pressure vessel, chillers cold water, chromatography equipment, cleaning equipment, clocks, compound microscope, compressed gas cabinet, cryogenic freezer, data logger weather instrument, defibrillator or AED, digital duplicate scanner, digital mobile network, distance learning system, DSL equipment, electric motors, electrical testing equipment, entomology equipment, environment growth chamber, fire fighting equipment, firearms and guns, fishing and aquatic equipment, flam storage refrigerator/freezer, fluorescent microscope, food service equipment, furniture dental, furniture lab, furniture outdoor, GPS and receivers, greenhouse equipment, histology equipment, recreational equipment, refrigerator/freezer, reverse osmosis equipment, scuba equipment, security access system, security cameras, animal lab equipment, electron microscope, flow measuring equipment, heat measuring equipment, lab balance or scale, lab centrifuge or rotor, lab DNA sequencing equipment, lab gel doc imaging equipment, lab heating/drying equipment, lab incubators, lab microplate washers, lab or vacuum pumps, lab oven or furnace, lab scientific equipment, lab shaker equipment, lab thermal cycler, lab water bath shaker, lab water DI systems, telescope binocular, ultraviolet UV lamp, dental chairs, dental equipment, dental instruments, dental x-ray equipment, hearing test equipment, medical equipment, medical exam lights, medical imaging equipment, ophthalmic eye equipment, radiology x-ray equipment, call management system, IP phone equipment, mobile messaging platform, network content

switch, network gateway, network routers, network security equipment, network service equipment, network switches, phone testing equipment, and voice mail system, audio visual equipment, broadcast equipment, digital camera, camcorders, photo/video equipment, teleconference equipment, TV/Radio equipment, video conference equipment, video networking equipment, copiers, software business suite, software CAD, software database, software development, software ERP, software facilities management, software information exchange, software instant message, software library management, software medical/scientific, software networking, software operating system, software security management, computer mainframe, computer monitor, computer notebook, computer or server, computer tablet, files/filing cabinets, computer furniture, conference furniture, table, credenza furniture, desk, library furniture, panel system furniture, seating, and workstation, and agricultural farm equipment, agricultural tractors, all terrain vehicle, car, truck, van, golf carts, light truck, suv, moped scooter segway, plane, helicopter, police vehicles, trailers, trucks, 15 passenger vans, vehicle servicing equipment, watercraft, boat. Special note: it is the intent of the University to purchase vehicles with the highest fuel efficiency and therefore lowest greenhouse gas emissions. A list of pre-approved recommended vehicles by vehicle type and class is found at [www.purchasing.ufl.edu/approved\\_vehicles.pdf](http://www.purchasing.ufl.edu/approved_vehicles.pdf) to assist departments with choosing a vehicle for purchase. Also keep in mind that the purchase of hybrid and alternative fuel vehicles should be done whenever possible.

#### **782400 – Computer Software – General**

This GL account is used to purchase specialized software that costs over \$1,000 per user or license. (This does not include Microsoft Office products such as Word or Excel where there are multiple users using the same software.) It must not have a time limited license