

THE SPREADSHEET

CFO DIVISION NEWS



UNIVERSITY of FLORIDA
CFO

Welcome to our finance community monthly newsletter. Our team shares divisional updates, critical dates & deadlines, best practices, and other information for the UF Finance community.

Go Gators!



Fiscal Year End Is Approaching

April is the first of our monthly newsletters that will provide important year-end information for FY25. Please stay tuned for critical dates and other resources!



Fiscal Year End

It's time to prepare for the end of fiscal year 2025 and gear up for the start of fiscal year 2026. The fiscal year close relies on everyone across the UF enterprise to ensure the accuracy of our financial information.

The year-end schedule is posted on the website with the critical dates and deadlines for FY25 year end. The schedule include the type (information or deadline), fund group(s) impacted, action needed, and links to useful resources.

Critical Fiscal Year End Deadlines

3/31/25: Requisitions for orders \$150,000 or more that require competitive bidding should have been submitted to Procurement Services. Please contact [Nicola Heredia](#) if you have any that need to be submitted.

5/12/25: PO Recon Deadline - Last day to contact Procurement with list of POs to keep open.

6/3/25: UF GO Transaction Deadline - Last day for Departmental Financial Approvers to approve travel requests and expense reports to ensure encumbrance/payment from current FY funds.

6/6/25: Deadline to request new Dept ID, Flex, SOF and payroll combination codes for use in current fiscal year.

6/6/25: Deadline for Planning, Design & Construction, Facilities Services, Housing and IFAS Facilities to send invoices to Construction Accounting for FY 25 processing.

[Access Full Year End Schedule](#)

FY26 Paydays and Critical Dates

The Schedule of Paydays and Critical Dates for Fiscal Year 2025-2026 is available on the [Payroll Services website](#).

The schedule includes Time and Labor deadlines as well as Human Resource deadlines to ensure all supporting documents are received in time for approval for the next payday.

For questions, please contact Payroll Services at payroll-services@ufl.edu or (352) 392-1231.

Equipment Capitalization Threshold

Due to proposed new regulations, the University of Florida anticipates adopting an updated equipment capitalization threshold of \$10,000 starting July 1, 2025, for fiscal year 2026.

The federal OMB circular gave the ability for universities to increase the equipment capitalization threshold from \$5,000 to \$10,000. In addition, the Board of Governors has proposed updates to the regulation to give Florida universities the opportunity to switch to this increased cap. Further information will be shared as soon as we have final approval.



You're invited to attend the inaugural University of Florida Opportunity Fair on **Wednesday, April 30th, 2025** from 8 am - 2 pm at the Reitz Union Grand Ballroom.

Hosted by Business Services, Procurement Services and Small Business Relations, this free event is one you won't want to miss.

From 8 am - 11 am there will be **workshops** about working with suppliers from Procurement, Disbursements, Business Services & Event Permitting.

Then from 11 am - 2 pm, small businesses, UF contracted suppliers and community partners will be showcasing their products/services and how they can support your department's needs at our **trade fair**.

Additionally, the following UF Approved Caterers will be providing **FREE** samples!

- Bubbaques

- Muneca's Taco Garden & Bar

- Jeremiah's Italian Ice at Butler

- Chuy's
- Honey Nitro + Cold Brew LLC
- Honey Baked Ham
- MOJO Hogtown
- Tazikis Mediterranean Café
- Bell's Restaurant and Catering
- Daniel's Dining Catering LLC
- Blue Highway Pizza
- Sweetwater Branch Inn
- The Flying Buscuit Café
- Cacciatore Catering
- Palm and Pine Catering (Chartwells)

Space is **limited** and registration is **required** so register today!

If you have any questions email sbr@admin.ufl.edu or call 352-392-0380.

[Register Here](#)



New Research Participant Payment Method

In partnership with JP Morgan Chase and UF Banking and Merchant Services, the Research Participant Payment team is excited to announce Concourse, a new payment method that will be coming next month for incentive payments. This will be replacing the current Zelle payment process.

Studies that use this payment type will allow recipients the ability to choose whether to use Zelle or ACH as a payment type directly within the banking system. Instruction guides and training sessions will be announced soon. If you have any questions, please contact us at hsp@admin.ufl.edu.

Rental Car Reservations in new UF GO Booking Experience

Users **can** pay for another traveler's rental car using their Direct Billing number (which is tied to their PCard). Users are **not** able to enter the Direct Billing Number on reservations for themselves.

The PCard will not attach to the reservation just because it is listed on the User's profile. This only applies to rental vehicles, not airfare or lodging.

Traveler's should make sure to bring their UF PCard to the rental car office when picking up their rental car. Unfortunately, travelers will not be able to pick up their rental without speaking to the rental car representative at the time they pick up the vehicle. We've reached out to World Travel Service, but a solution to this has not been created yet.

Rental Car Reservations for Guests, UF Undergrad and Graduate Students

In order for Guests and students to utilize the Avis/Budget rates for business travel, their department will need to make their reservation in the UF GO Booking Tool, pay using a Direct Billing number and provide this [Letter of Introduction](#) that will need to be signed by the UF department director/dean/chair. Avis does not extend discounted rates to Graduate Students for personal travel.

We recommend having the [Letter of Introduction](#) in hand, regardless of the vendor used, just to ensure that your Guests and Students don't encounter problems when picking up rental vehicles.

UF Surplus Pickup Readiness Checklist

To assist departments with the tasks needed prior to pickup by the UF Surplus team, a Pickup Readiness Checklist has been created in myAssets.


This list includes items such as:

- Scientific items must have any contaminants removed
- Items should be disconnected from electric and walls, furniture taken apart, and in a location that can be accessed

- Any item that stores data should be in a separate box from other items that may be picked up

The team is happy to help you with any of the requests. Please reach out to the UF Surplus team by email at surplus-fa@ufl.edu.

Pickup Readiness Checklist



To help UF Surplus expedite your Surplus Pickup request, please complete the below steps **before** submitting your request. Failure to properly prepare items may prevent the UF Surplus team from being able to pickup your items when they arrive.

☐ Any furniture that is part of the pickup has been disassembled

☐ Any electronic items that may contain data (such as flash drives, etc.) have been separately placed in another box

☐ All items have been disconnected from the wall

☐ All scientific items have been properly cleaned (no fluids or remaining chemicals)

☐ All items are in a single location and ready to be picked up

☐ No items or machinery that must be handled by Environmental Health and Safety (EH&S) for disposal

Cancel
Submit

UF Supplier Portal Electronic Attestations

Starting Monday, April 14, 2025, suppliers will now be able to complete electronic attestations within the supplier portal for compliance with legislative requirements for anti-human trafficking and countries of concern.

Electronic attestations will now be available for both new supplier registrations and change requests for US suppliers, an enhancement to the supplier portal that will improve the efficiency of these processes.

Note: This change will **not** be retroactive; any suppliers who have a new supplier registration or change request pending review prior to implementation of this change will still be required to submit the paper form.

PCard Reminders

Using the company card for personal charges is against policy and may result in PCard suspension or cancellation. Personal charges should be repaid by check to the University within 5 days of the transaction post-date and reconciled within 30 days.

Failure to do so will result in PCard suspension. Repeat offenders are subject to lengthened suspensions and PCard cancellation.

Only save PCards to accounts when absolutely necessary. Please ensure

they are stored securely and used exclusively for business-related transactions.

If you are ever unsure about an expense, please review the [Allowable, Conditional, and Non-Allowable Purchases](#) or reach out to the PCard team before making the charge.

Airfare Cancellations

If a flight must be cancelled for an unforeseen reason, make sure that the ticket is officially cancelled within the UF GO Booking Tool or by calling World Travel Services BEFORE the flight's scheduled departure.

Failure to cancel the flight before the flight departs results in the forfeiture of any refund or credit that could have otherwise been received.

PCard Replacements

Bank of America is resuming the process of replacing PCards potentially affected by a compromised list. Cardholders may receive a replacement PCard in the mail. Please ensure your PCard account has the accurate University of Florida billing address where PCards are received.

The original PCard will deactivate 30 days after the replacement is issued. The replacement must be activated within 30 days to remain valid.



New Southwest Airlines Fare Structure

Southwest Airlines will be making changes to their fare structure on **May 28, 2025**. Please make sure you are aware of these changes, which are summarized in the chart. More information can be found on [Southwest's webpage](#).

| Fare Product Updates <small>as of May 28, 2025.</small> | Business Select | Anytime | Wanna Get Away <i>plus</i> | Basic ¹ |
|--|-----------------|----------------------------------|----------------------------|--------------------|
| Checked bag ² | 2 free | \$ | \$ | \$ |
| Rapid Rewards ⁸ points ³ | 14X fare | 10X fare | 6X fare | 2X fare |
| Flight credit expiration ⁴ | 12 mos | 12 mos | 12 mos | 6 mos |
| Transferable Flight Credit ⁵ | ✓ | ✓ | ✓ | ✗ |
| Refundable ⁶ | ✓ | ✓ | ✗ | ✗ |
| Changes ⁷ | Fare difference | Fare difference | Fare difference | ✗ |
| Cancellations ⁸ | ✓ | ✓ | ✓ | ✓ |
| Same-day change/standby ⁹ | ✓ | ✓ | ✓ | ✗ |
| Priority Boarding | A1-A15 | EarlyBird Check-In ¹⁰ | \$ | \$ |
| Free inflight entertainment ¹¹ | ✓ | ✓ | ✓ | ✓ |
| Priority/Express Lane ¹² | ✓ | ✓ | ✗ | ✗ |
| Premium drink ¹³ | ✓ | \$ | \$ | \$ |
| Inflight internet ¹⁴ | ✓ | \$ | \$ | \$ |



UF GO Information Sessions

For all sessions, participation is limited to the first 300 attendees. The sessions are recorded, and the videos are posted to the [UF GO Forms & Resources website](#) after each session.

Register in advance to receive updates and reminders!

May

Topic: Fiscal Year End Processing

Join us to discuss important Fiscal Year End deadlines and reminders.

Date & Time: May 6th from 10 am - 11 am
[Register Here](#)

June

Topic: Open Office Hours

Bring your questions to our office hours! We plan to answer questions regarding Fiscal Year End, then open it up to other questions as time permits.

Date & Time: June 6th from 3:30 pm - 4:30 pm

[Register Here](#)



UF GO Travel Advanced Workshop

April 16th, 9:00 am - 12:00 pm (in person at Elmore Hall)

[Register Here](#)

Procurement 102 - Service Contracts

April 29th, 9:00 am - 12:00 pm (via Zoom)

[Register Here](#)



Brenda Harrell

CFO Division - Finance & Accounting

As a leader within the Division, Brenda leads 8 teams which includes a consolidation of construction, project accounting and asset management. These teams oversee a variety of critical processes.

One team under her leadership includes the Research Participation Payment Team, where volume has grown significantly with the expansion of research activities across the University. The implementation of Zelle and other payment methods has provided more opportunities for payments to participants.



The other teams she leads include Asset Management, Inventory, and the UF Surplus Warehouse. These teams have generated new processes for Required Asset Certification (RAC) where the University of Florida has set the standard, and they have extended services to our extension offices located throughout the state to provide support for surplus equipment that needs to be recycle or repurposed.

However, the most recent accomplishment is related to the UF's Facility and Administration rate calculation (Also, known as the Indirect Cost (IDC) Proposal Rate). Brenda's 28 years of UF dedicated service and experience, along with the support of many areas across campus in providing data, drove the ability to generate a proposal that placed the University in the strongest possible position. With the proposal her team created and her assistance in representing the University, the IDC Research rate increased one percent from 52.5% to 53.5%. This increase enhances the University's ability to recover costs and improves its ability to perform its research mission. We thank Brenda for the numerous hours she has dedicated to make a difference for UF!

Nominate a Finance Staff Member



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Get in Touch!

This email was sent by: **UF Office of the Chief Financial Officer**
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