

THE SPREADSHEET

CFO DIVISION NEWS



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!



CFO Division Website Updates

Our CFO Division Website Redesign is making great progress, and you may have noticed some recent changes. In [November's Edition](#) of *The Spreadsheet*, we shared exciting information about the CFO Website Redesign project.

The project has entered the second phase, where all existing content on the

Finance and Accounting/Procurement website pages will be merged into the CFO Division Website through a phased process. Changes will continue to be made throughout the spring. We don't anticipate there being disruptions to operations as redirects will be in place from old links to new content.

We have recently completed updates to the Bursar and Banking & Merchant Services pages.

Here are the latest updates and changes that have been made:

- **[Training & Resources Area](#)**: This will be the home for most of the information you use daily. It includes trainings, procedures & best practices, and FAQs, which will all be organized by business process rather than core office area. We've enhanced this section to include the new **[Resources and Forms Hub](#)**, a central database that allows fiscal staff to quickly and efficiently search for the items they need.
- **[Student Financial Resources Page](#)**: This new page serves as the central hub for all student financial information, including tuition and fees, as well as various financial aid and payment details.

Stay tuned for more updates in the coming weeks as we continue to add new content and features to the website!



myUF Marketplace Quarterly Upgrade

myUF Marketplace Quarterly Upgrade 25.1 is live on Monday, March 17, 2025.

Two new features available for campus in the myUF Marketplace Quarterly Upgrade:

1. Ability to select the new *Data Entry Mode* in carts and invoices to be able to tab from ChartFields to ChartFields for easy data entry of memorized ChartFields values.
2. Cancelled lines on POs will no longer transfer to invoices.

For screen shots and step by step instructions, please go here: [myUF Marketplace Quarterly Upgrade to 25.1 March 17, 2025](#).

For any questions, please contact procurement@ufl.edu.



Mister Paper Contract Updates

Mister Paper now offers free shipping on all orders! The \$50 minimum order size to receive free shipping has been removed. However, we do ask that orders are consolidated as much as possible to reduce transportation costs and associated packaging.

Please remember to utilize Mister Paper for your Pepsi purchases. See the following link for how to order Pepsi products as the punchout would not be used for these purchases: [Pepsi | UF Procurement UF Procurement](#). Also, please remember that Pepsi orders are not able to be combined with other office supply orders from Mister Paper.

Southwest Airlines Promotion

Southwest Airlines is currently running a promotion for UF Business travel. A Southwest account is required: [Click here to learn more!](#)

Why Fly with Southwest Airlines? Click [here](#) to learn more about the benefits of flying with Southwest and their Rapid Rewards loyalty program!

Turn work travel into perk travel.

You could earn up to 30,000 Rapid Rewards® bonus points that also count toward Companion Pass® when you register, then book and fly for business.* Register now at Southwest.com/2025CPaccelerator.

Southwest
Business
*Terms apply.

Rental Car Reservations in the New UF GO Travel Booking Experience

Currently, users are unable to pay for another traveler's rental car using their direct billing number which is tied to their PCard. There is no field to enter the direct billing number.

The UF GO team has reached out to World Travel Service and are hoping to have this fixed very soon. For the time being, if you are paying for someone else's rental car using your PCard, please contact WTS to make the reservation. We apologize for this inconvenience.

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.

Cash Advance Reconciliation

Please ensure that your Cash Advances are reconciled within 10 days of your trip end date.

The Expense Type: Cash Advance Return should be utilized for any portion of the Cash Advance that was not utilized.

Need assistance with UF GO? Contact us [here](#).



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!

April

Topic: Open Office Hours

We will share reminders and updates, but otherwise we'll be available to answer questions.

Date & Time: March 12th from 10 am - 11 am
[Register Here](#)



Procure 2 Pay Workshop

March 25th, 2:00 pm - 4:30 pm (via Zoom)

[Register Here](#)

UF GO Travel Advanced Workshop

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

[Register Here](#)



Allison Jobe Novak

College of Health & Human Performance, Dean's Office

As the Accounting Specialist in the Dean's Office of the College of Health and Human Performance, Allison consistently goes above and beyond in her role, demonstrating exceptional foresight, initiative, and commitment to both her duties and the broader needs of the department.

As a key member of the Dean's Administrative Unit, Allison is responsible for a wide range of financial activities, including budget management, procurement, disbursement, general accounting, payroll and tax services, asset management, and treasury management. She applies UF directives and procedures to ensure the integrity and efficiency of all financial processes, providing invaluable oversight and guidance to departments across the College as needed.

Her colleague said "Allison's proactive approach to her work sets her apart. She consistently anticipates needs, identifies potential issues before they arise, and works diligently to resolve them in a timely and effective manner. Her ability to think ahead and address tasks with little supervision has greatly improved the efficiency of the finance office and the departments she supports."

Beyond her routine responsibilities, Allison's leadership and attention to detail make her a critical asset. She is entrusted with significant fiscal and budgetary responsibilities, and in the absence of the Director of Finance, she has shown the ability to carry out all necessary duties with confidence and precision.

Allison's dedication to the College and her exceptional ability to manage complex financial tasks while maintaining excellent internal controls and customer service make her an ideal candidate for this recognition.

[**Nominate a Finance Staff Member**](#)



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CFO

[Get in Touch!](#)

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