

Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Controller's Office
<http://fa.ufl.edu/uco/>

207 Tigert Hall
PO Box 113200
Gainesville, FL 32611-3200
352-392-1321
352-392-4760 Fax

October 8, 2009
Deans Meeting

Agenda Item: Finance and Accounting Error Correction Charges

Extra work is created for core offices and the departments when a department does not follow the proper business process or does not do so in a timely manner. To encourage compliance with proper business processes and reduction of costs, we are instituting a charge for these errors.

Pro Forma invoices will be sent out starting January 2010 and will continue through June 2010. These invoices will indicate the monthly charges by College (with detail by department provided). Actual invoices and charges will begin in fiscal year 2010-2011.

Summary

Payroll Services:

- Payroll Overpayments & Collections:
 - Correct overpayment in payroll system: \$250
 - Collection by Payroll Dept.: \$500
- Payroll Emergency Check: \$100 per check
- Back Pay (Payroll payments that include more than one pay period): \$25 per pay period affected if more than 1 pay period late
- Pay Distribution - No Budget Exists: \$25 per distribution

Treasury Management:

- Deposit Corrections: \$50 per deposit

Purchasing and Disbursement Services:

- Late Approval of P-Card Charges (>30 days): \$50 per transaction
- Confirming Purchase Orders: \$100 per confirmation
- Correction of Voucher Input Errors - \$10

Asset Management:

- Late Completion of Annual Asset Inventory: \$500 @3/31; and \$250/month until completed
- Lost Property and Equipment: \$150 per item lost; \$50 refunded if reinstated