

From: Murphy, Jennifer
Sent: Thursday, November 11, 2004 6:14 PM
To: Bell, Deby; Boline, Sherill; Bradley, Felicia; Brock, Judy; Cantu, Esther; Cassens, Patti; Cole, Janet; Cone, Blythe; Culler, Patty; de Bruyn, Anthony; Delgado, Jennifer; Evans, Jim; Faulkner, Carolyn; Floores, Maggie; Gonzales, Amadeo; Gonzalez, Roxanna; Griffin, Linn; Guevara, Sonia; Haas, Chrissy; Harris, Margie; Hayes, Kyle; Heisler, Patricia; Herrera, Xavier; Johnson, Maggie; Lands, Rhonda; LaRue, Tracy Newman; Leija, Michelle; Leong, Lisa; Loyd, Loretta; Mayes, Kathy; Mendez, Rebecca; Miller, Margaret; Mills, Carrie; Mitchell-Williams, Meredith; Moore, Elaine; Moore, Jessica; Murphy, June; Navarro, Lydia; Nelson, Debra; Orsborn, M. Esther; Ortiz, Pablo; Parker, Donna; Renteria, Chandra; Rogers, Jeff; Rutledge, Carole; Swann, Dana; Trant, Susan; Wagner, Robin; Washa, Stacy; Wilson, Lindsay; Wright, Holly; Zapata, Marisol
Cc: GRP-Accounting & Purchasing Services; GRP-APS Customer Advisory Group
Subject: Change to the way you submit OD supporting documentation to APS

Importance: High
Good Afternoon:

Several of you are procard holders and have therefore been briefed on some changes that are occurring to the "VP7 process" at System Administration. In this e-mail, I am **speaking to you related to your responsibilities as a UT System Administration employee that has the authorization to order from Office Depot on-line**. If you are no longer have Office Depot responsibilities please let me know.

We need for you to submit your information to us differently than you have in the past. I do not want this to get complicated, so I am going to focus on what we need from you this month and months going forward until you hear differently from APS.

By November 16, APS needs for you to do the following:

- Obtain the DEFINE VP7 one page cover sheets for all of the Office Depot charges made by you.
This means that your charge has cleared the bank this month. If someone in your office (procard holder or your APS Customer Advisory Group representative) has not given this information to you at this time please contact APS as soon as possible.
- Take each DEFINE VP7 one page cover sheet and place the supporting documentation for the order behind it.
There will be a DEFINE VP7 cover sheet for every order. All regular required signatures should be documented. Please do not staple them together. The VP7 cover sheet does not need to be signed by anyone in your department.
- On the DEFINE VP7 one page cover sheet there are object codes already entered (1401 Office & computer supplies - consumables). If this does not describe your purchase, please cross out the 1401 object code and write on the DEFINE VP7 one page cover sheet an object code from the attached list that best describes your purchased item. APS will check this and contact you if the object code needs to be changed.



OD Obj Codes freq
used.xls (15...

- Turn in the information above to APS by November 16. Attached is an example of an Office Depot order that would be turned into APS.



Office Depot
Example.pdf (105 ...)

- Until your department is notified otherwise, APS will continue to enter the new object codes you assign and approve your VP7s in DEFINE by the U. T. Austin deadline.

Please do not send any support for Office Depot purchases before you receive the DEFINE VP7 one page cover sheet for the order. Any documentation that we have for charges that have not been approved in DEFINE will be returned to you. If you have not received this information from someone in your office (*procard holder or your APS Customer Advisory Group representative*) please contact APS, as soon as possible.

FYI to employees that are Procard holder and OD users: There is NOT a log for Office Depot charges.

Please review the two attachments and contact us if you have questions on what you are asked to do by November 16.

Thank you...please call us or come by if you have any questions,
Jenny

Jennifer C. Murphy
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(512) 499-4366 phone