How to submit a SAR

Go to the following webpage:
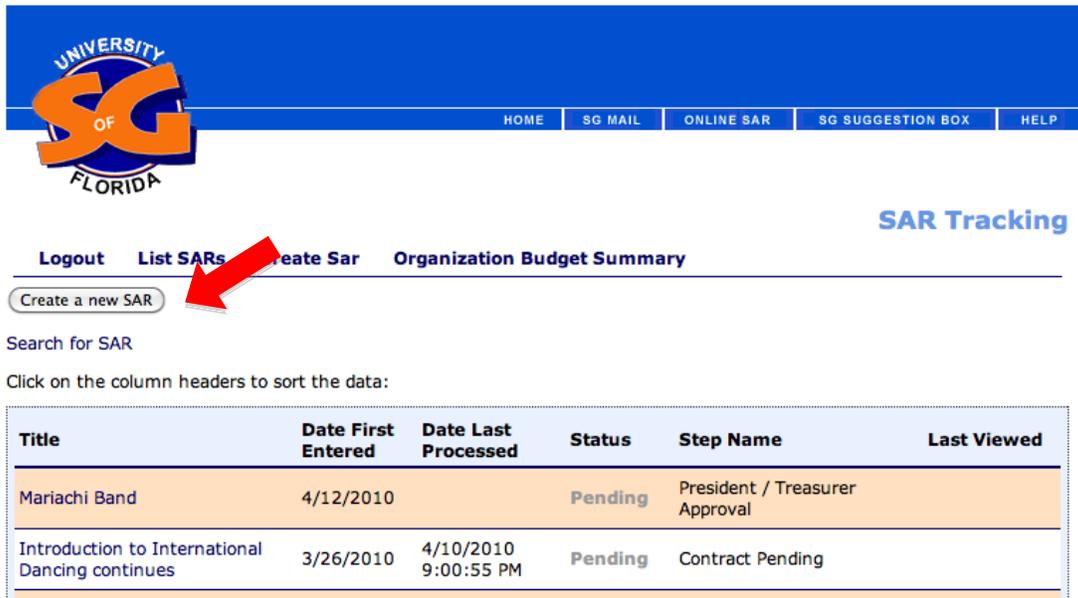
http://www.docutraq.sg.ufl.edu/

from drop down list select:
   "Mayor's Council"
password:

1. In the initial window click "create a new SAR"

2. Input the name of your Event in the "Title"; you are the contact person, so fill the remaining information that applies to you.
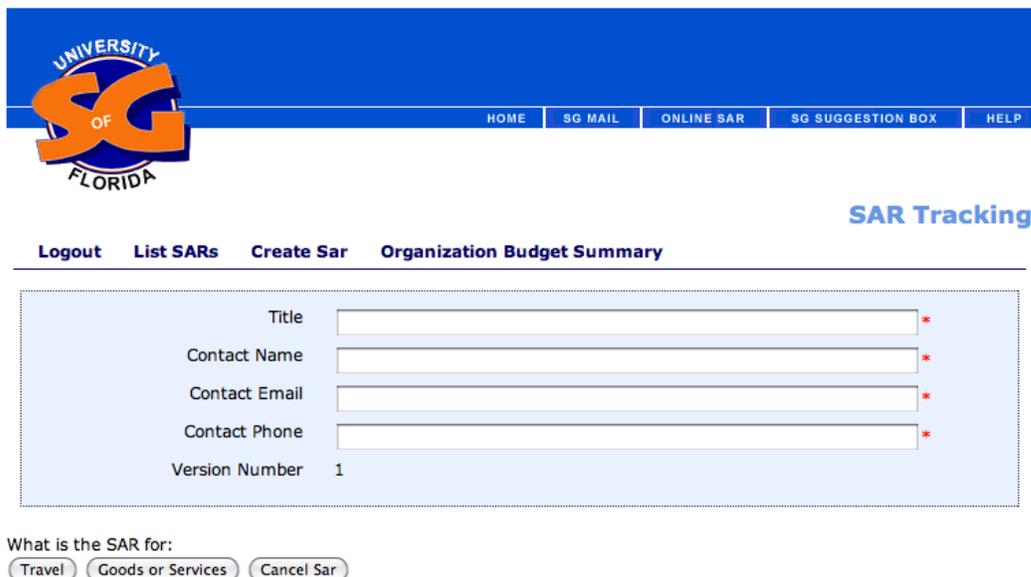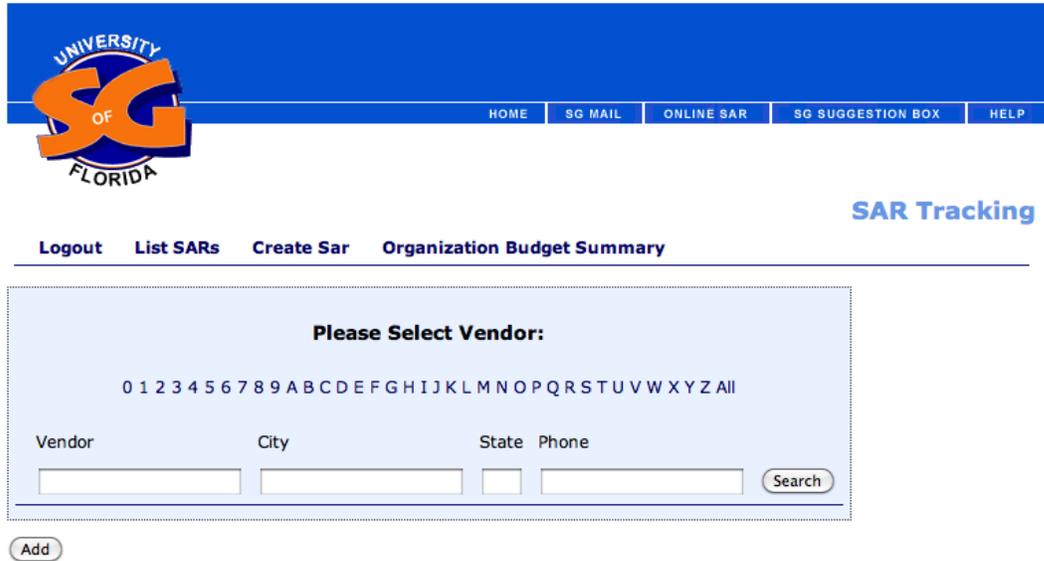
3. Select the vendor by searching or the alphabet. If the vendor is not listed, you will need to add them as a vendor. However the vendor will need to fill out some forms in order to become a vendor.

http://www.bridges.ufl.edu/vendors/Vendor_Application.pdf
http://www.bridges.ufl.edu/vendors/Substitute_W-9B.pdf

Once the vendor has submitted the forms you may then add the vendor to the list by clicking the "Add" button.

4. Usually the Mayor's will select one of the two "Program", "Supplies" or Reimbursement. If not certain ask the Mayors' Council advisor.

UNIVERSITY OF SG FLORIDA

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SAR Tracking

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Note: All items on the SAR must be from the same vendor.

All Requests must be made and approved by UF Purchasing Department prior to obtaining goods or services.

Add a new item of what type to this SAR?

- Advertisements
- Awards
- Food
- Honorarium
- Off-Campus Facility Rental
- Printing and Off-Campus Copying
- Programs
- Supplies
- Technical
- Reimbursement (SG Funds Only)
- Outside Revenue (Non SG Funds)
- Other

[Items]

Line Item Number	Date	Quantity	Unit Price	Estimated Cost	Extended Description	
	Totals:	0		$0.00		Refresh

Create Sar

5. **"Deliver Items to:"** Mayor's Council; add the quantity, unit price and cost. For example if you have a recurring event add the number of time it will occur in the "**Quantity**", the cost of each event would be the "**Unit price**" and the "**Estimated cost**" is the total cost of all events. Cut and paste or fill into the "Description" and "Purpose" the information you have from the ERS you submitted to the Council for voting. Select the date for the first event from the calendar next to "**Event Date**" Make sure that the "**Line Item Number**" is correct: 02 – Programs, 06 - Advertising, 16 – Awards, and 66 – Food. Click on "**Save**" when completed.

6. You should now see a window with the summary of your save SAR and to create the SAR you must click on "Create Sar".

7. You have successfully submitted your SAR and now is waiting for approval from the Treasurer and President. Send email to them reminding to revise and approve the submitted SAR.

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[Details]

Last Viewed On: - Never -

Step: President / Treasurer Approval
Status: Pending

Docutraq Unique Number	48898
Title	Mariachi Band
Version Number:	1
Organization Name	Mayor's Council
Organization Account Number	623
PO Number	
Estimated Cost	$100.0000
Vendor Name	Juan Carlos Torres
Vendor Address	1006 N. Wheeler St.
Vendor City	Plant City
Vendor State	FL
Vendor Zip	33563
Vendor Phone	813 464 1795
Contact Name	Gerardo Celis
Contact Email	celis@ufl.edu
Contact Phone	352 3285031
Deliver Inventory To	Mayor's Council
Organization President Email	smith.brittanyl@gmail.com
Organization Treasurer Email	m.halvorsen-ganepola@cba.ufl.edu

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[Items]

Line Item Number	Date	Quantity	Unit Price	Estimated Cost	Extended Description
02	5/7/2010	1	$100.00	$100.00	

Description: This event is cosponsored by the two organizations "Mexicans in Gainesville"**Purpose:** The purpose of this event is to celebrate