

## How to submit a SAR

Go to the following webpage:

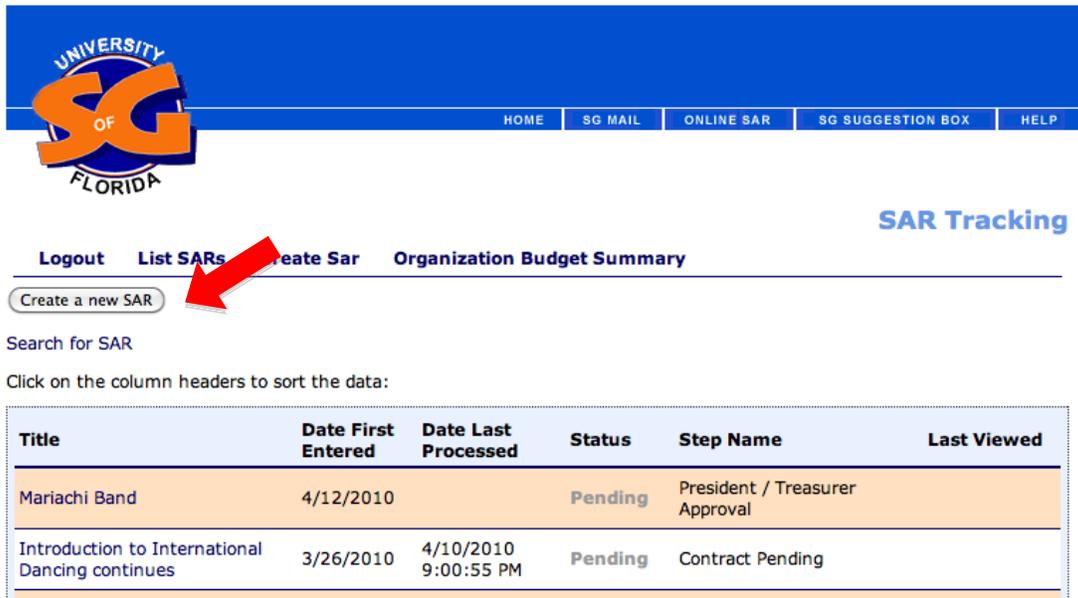
<http://www.docutraq.sg.ufl.edu/>

from drop down list select:

“Mayor’s Council”

password:

1. In the initial window click “create a new SAR”



**SAR Tracking**

Logout List SARs **Create Sar** Organization Budget Summary

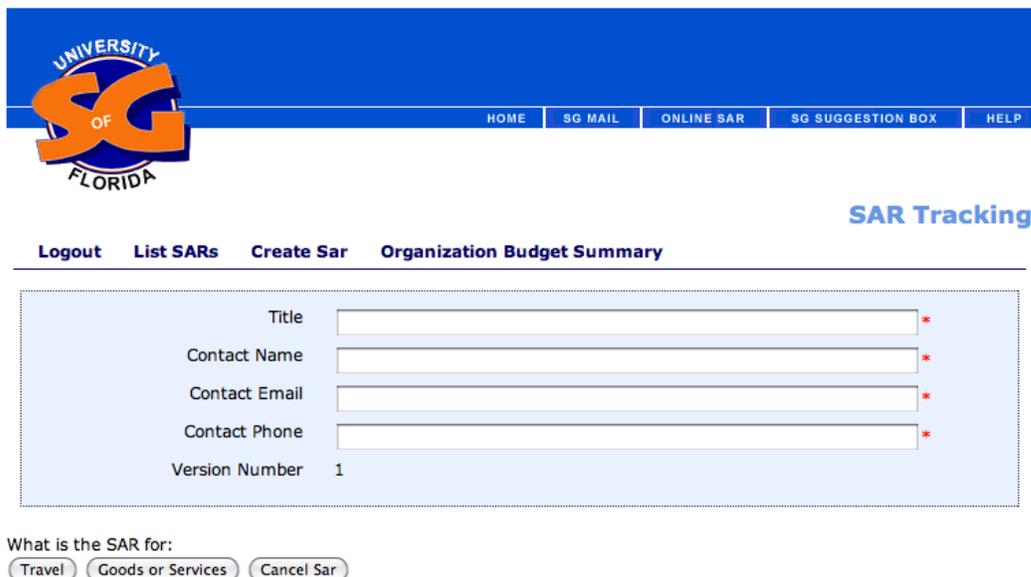
Create a new SAR

Search for SAR

Click on the column headers to sort the data:

Title	Date First Entered	Date Last Processed	Status	Step Name	Last Viewed
Mariachi Band	4/12/2010		Pending	President / Treasurer Approval	
Introduction to International Dancing continues	3/26/2010	4/10/2010 9:00:55 PM	Pending	Contract Pending	

2. Input the name of your Event in the “Title”; you are the contact person, so fill the remaining information that applies to you.



**SAR Tracking**

Logout List SARs **Create Sar** Organization Budget Summary

Title  \*

Contact Name  \*

Contact Email  \*

Contact Phone  \*

Version Number 1

What is the SAR for:

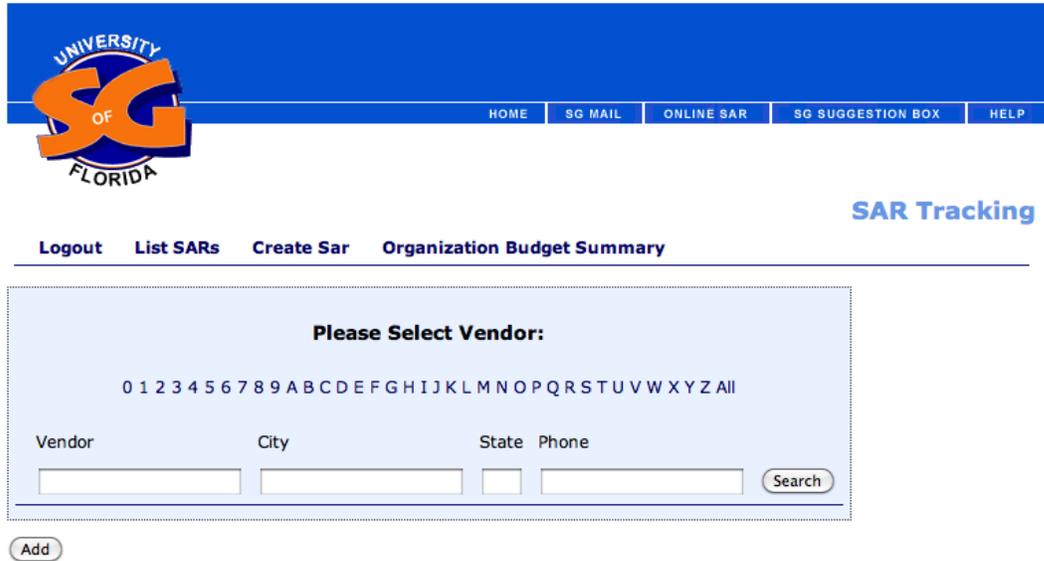
Travel  Goods or Services  Cancel Sar

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/Vendor_Application.pdf)

[http://www.bridges.ufl.edu/vendors/Substitute\\_W-9B.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.



The screenshot shows the top navigation bar of the University of Florida Bridges website. On the left is the University of Florida logo with 'SG OF FLORIDA'. To the right are links for HOME, SG MAIL, ONLINE SAR, SG SUGGESTION BOX, and HELP. Below the navigation bar is a 'SAR Tracking' section with links for Logout, List SARs, Create Sar, and Organization Budget Summary. The main content area is titled 'Please Select Vendor:' and contains a search interface. At the top of this interface is a row of characters: '0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A I I'. Below this are four input fields labeled 'Vendor', 'City', 'State', and 'Phone'. A 'Search' button is located to the right of the 'Phone' field. Below the search interface is an '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.



### SAR Tracking

[Logout](#) [List SARs](#) [Create Sar](#) [Organization Budget Summary](#)

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
		<b>Totals:</b>	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.

UNIVERSITY OF FLORIDA

HOME SG MAIL ONLINE SAR SG SUGGESTION BOX HELP

SAR Tracking

Logout List SARs Create Sar Organization Budget Summary

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.

Deliver Items To:

Quantity  \*Please enter a valid integer value

Unit Price \$  \*Please enter a value.

Estimated Cost 0.00

Description  \*Please enter a value.

Event Date

« Apr 2010 »						
S	M	T	W	R	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Purpose

Line Item Number  \*

Save Cancel

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".



HOME | SG MAIL | ONLINE SAR | SG SUGGESTION BOX | HELP

## SAR Tracking

[Logout](#) | [List SARs](#) | [Create Sar](#) | [Organization Budget Summary](#)

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Add a new item of what type to this SAR?

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[Items]

Line Item Number	Date	Quantity	Unit Price	Estimated Cost	Extended Description
<b>Totals:</b>		0		\$0.00	<a href="#">Refresh</a>

 [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.



SAR Tracking

Logout List SARs Create Sar Organization Budget Summary

[Details]

<p>Docutraq Unique Number: 48898          Title: Mariachi Band          Version Number: 1          Organization Name: Mayor's Council          Organization Account Number: 623  <b>PO Number</b>          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 Cellis          Contact Email: cellis@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</p>	<p>Last Viewed On: - Never -</p> <div style="border: 2px dashed black; padding: 5px; background-color: yellow;"> <p><b>Step:</b> President / Treasurer Approval  <b>Status:</b> Pending</p> </div>
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Top

[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