<table>
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<tr>
<th>stock item</th>
<th>Pcard purchase</th>
<th>Catalog or Item #</th>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price</th>
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If $50 or more financial staff must verify budget balance & tracking

- 15% overhead for stock items only

Grand Total $ -

Please see Instructions for more information on how to complete this form

Revised 02.11.15
ONE TOE FORM PER VENDOR, PLEASE. Also, when possible, use your budget bar code information to completing the budget section of this form.

Non-Omni Budgets: RF=research foundation; FNDT-FSU FoundaOMNI Budgets: Funds: 110, 140, 320, 550

if adequate funds are available. If funds are sufficient to cover the purchase, the financial staff will enter the amount in the shadow accounting system and return to shop or stockroom.

eMarket: Enter your eMarket, save to draft and attach to the TOE form, submit to the financial staff for budget & tracking, when returned to you submit your eMarket order.

OMNI PO: The Chemistry Stockroom Procurement Associate will complete.

IDR (Interdepartmental Requisition): The IDR form is used to purchase items within FSU between departments. Check the IDR box, submit to the financial staff, let staff know if you would like the IDR typed for you. The official budget authority must sign the IDR form (grants: PI or SP manager; Department Budgets: Chair or Business Manager).

*Travel Authorization Request (TAUTH): FSU policy requires: “Eligible travelers are required to have proper authorization from their division head.” (even if no funds are used)

FSU Foundation (FNDT) or Research Foundation (RF): If you are not certain, please leave blank and the financial staff person verifying funds will complete this area.

T-card (travel credit card): For use with OMNI budgets only - several Chemistry staff members have travel credit cards. The T-card may be used to purchase airfare and/or book hotel reservations in advance.

P-card (purchasing credit card): For use with OMNI budgets only - several Chemistry staff members have purchasing credit cards which can be used to purchase allowable items (see allowable items on purchasing website).

Order Date, comments, reference/confirm#: This area to be used by financial, stock and shop staff only.

Invoice: Shop such as the Glass Shop, Wood Shop, Machine Shop, Electronic Shop, Illustration Shop may use this form as an invoice for completed work orders. When used as an invoice: (1) check the "Invoice" box, (2) Check the type of payment used (i.e., Pcard, Tcard, PO, IDR); and (3) attach the vendor invoice, if applicable. If a stock item, it is important to check the "stock" column as stock items are charged a 15% overhead fee to cover the costs of auxiliary operations such as saw blades and similar overhead.

FSU Travel policy requires that the traveler’s supervisor authorize/approve even if no grant, department or other funds are used.

For grants, budget authority is typically the PI; Allocations=PI or staff member; Department Funds: Chair or Business Manager.

Chartfield 1 is typically the last name of the Professor, Chartfield 2 is typically the type of funds (example: STARTUP-startup funds always in CF2)

The financial staff will enter the name of the individual verifying the budget balance.

Date received by financial

Verification by (name)

Date entered shadow

Date returned

If the order is $50 or more the form is routed to the financial office for approval. The financial staff will enter the date received.

For use by stock, shops and purchasing cardholders only. Please indicate if the line item is a stock item or if it was purchased using the P-card.

Catalog number as listed by the vendor OR the travel departure date and time and return date and time.

For travel, please list all allowable expenses [see travel policy on the intranet]. Allowable expenses typically include conference fee, airfare, hotel, rental car, meals or per diem, mileage, parking, or taxi.

The spreadsheet will calculate.

Shipping & Handling

Grand Total