

ENTERPRISE RENT-A-CAR

IDS State of Idaho WSCA

State of Idaho Contract numbers:

XZ47IDS- when traveling on behalf of the University of Idaho

Contract rate is nationwide

Includes Damage Waiver Insurance in rate

No additional driver fee

Exempt from Idaho Sales Tax if the vehicle is picked up in Idaho

47ID185- for personal travel

Same contract rate nationwide

Does not include Damage Waiver Insurance

Additional driver fee

Not exempt from Idaho Sales Tax

- Any UI employee or student traveling on behalf of the UI can use the State of Idaho contract rate
- Students at least 18 years of age can rent a vehicle no larger than 8 passenger
 - No additional fee is incurred
- Driver must be at least 21 years of age in order to rent a vehicle larger than 8 passenger
- Three methods of paying for fuel is available:
 - Driver declines Fuel Service Option
 - Returns vehicle with a full tank
 - Driver chooses the Pre Pay fuel option at the time of pick up
 - Enterprise charges for a full tank at a price usually 20 cents less than at the pump
 - Driver chooses the Post Pay fuel option at the time of pick up
 - Enterprise fills tank upon return of vehicle at a price usually 50 cents more than at the pump

Instructions to Verify a Report:

Go to VandalWeb>Employees>Financial Tasks>Restricted Funds Verification:

University of Idaho VandalWeb

Personal Information Students Financial Aid & Scholarships **Employees** Finance Advancement Payroll Deduction Gift

Search EMPLO

Financial Tasks

Claim Voucher Entry
Used by the departments to request reimbursements or non procurement payments.

Finance Self Service for Non-Banner Users
Connect to Finance Self-Service for non-Banner users.

Pending Approvals
Central launch point for all web-based financial approvals.

Recent Travel Documents
View status of Travel Web trips or Purchasing card claims that you are listed as the traveler or cardholder

Purchasing Card Statements
Manage departmental purchasing cards and purchasing card expenses.

Travel Web
This is used by departments to enter travel claims on the web.

Travel Web Approvals
This is used to approve Travel Web trips, claims, and advances

Student Fee Payment Form

Journal Document Imaging
Upload additional documentation to be loaded to Document Imaging

Student Fee Payment and Student Resource Form
Create a New SFP or Student Resource Journal

Purchasing Contract Log

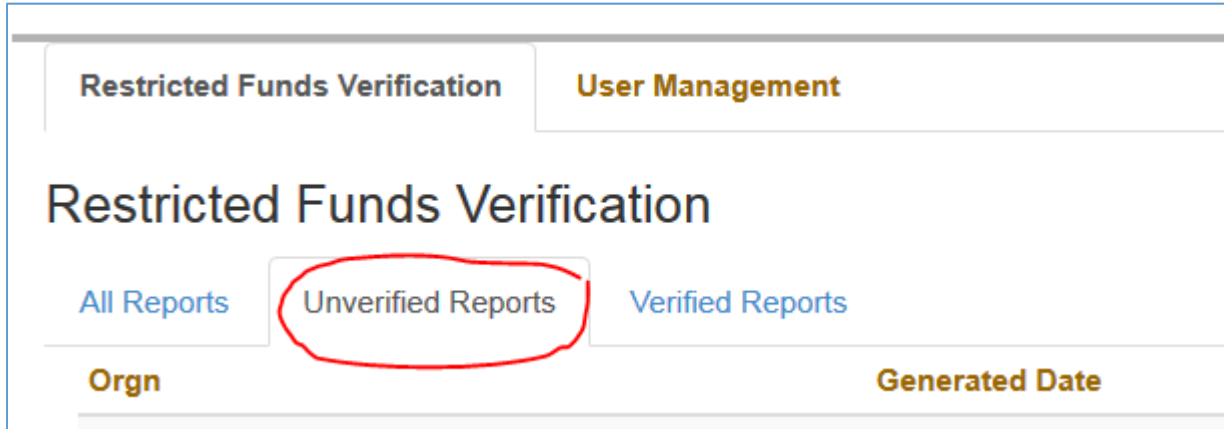
Asset Change Requests
Request transfer, description or status changes to Capital Assets.

Restricted Funds Verification

RELEASE: 8.7

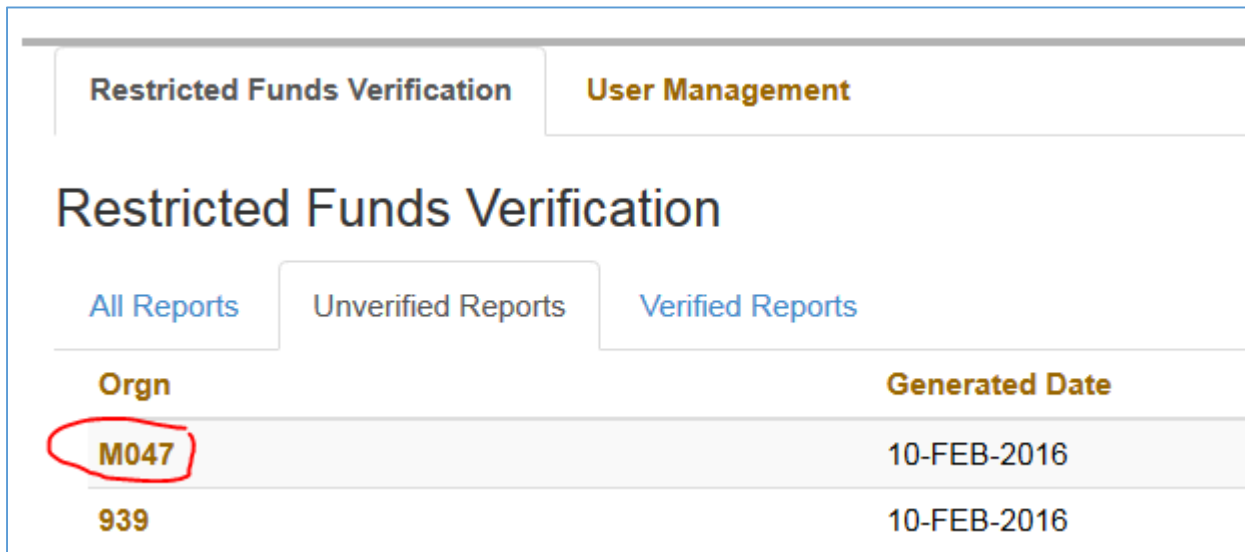
The user will be directed to a page that shows all the reports to which they have access.

1. Click on the tab "Unverified Reports" to view all reports that are still available to verify.



The screenshot shows a web interface with two tabs: "Restricted Funds Verification" (active) and "User Management". Below the tabs is the heading "Restricted Funds Verification". Underneath, there are three sub-tabs: "All Reports", "Unverified Reports" (highlighted with a red circle), and "Verified Reports". At the bottom, a table header is visible with columns "Orgn" and "Generated Date".

2. Select the first report to be verified.



The screenshot shows the same web interface as above, but now the "Unverified Reports" sub-tab is active. Below the sub-tabs, a table is displayed with the following data:

Orgn	Generated Date
M047	10-FEB-2016
939	10-FEB-2016

The value "M047" in the first row of the table is highlighted with a red circle.

4. Under the report are the verification questions. Each question can be marked Yes, No or Not Applicable. Comments may be left in the comment box. Select “Submit” when the report is finished, or “Cancel” to leave the report. Changes cannot be saved for later completion, be sure to complete the current report before exiting.

Verification Questions

Have you spent University gift account funds in accordance with the endowment/gift use agreements?

Have all terms and conditions of each endowment/gift use agreement for which you are responsible been substantially complied with?

Have all donations of gift funds been submitted to the University of Idaho Foundation, Inc.?

Do you acknowledge your responsibility for establishing and maintaining an effective system of control over the receipt and disbursement related to gift fund donations in your School/College/Administrative Unit? For example: keeping cash/checks received in a locked and secure area until timely deposits can be made and maintaining segregation of duties whenever possible.

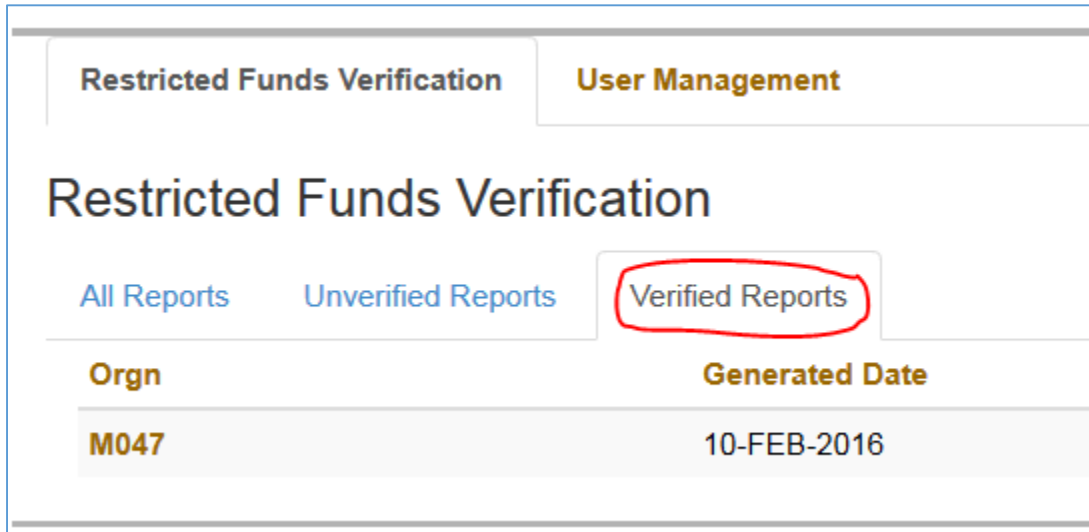
Are you aware of any instances of gift funds being used in violation of donor restrictions, that have not been reported to the Director of Internal Audit or Office of General Counsel? If yes, please comment below.

For accounts funded by endowments with reinvestment provisions, do you have a plan in place to periodically (quarterly/annually) review remaining funds for potential reinvestment with the Foundation? Units are expected to document the reason(s) for carrying over funds not expended in the current year.

Comments:

Testing for comments. KS

- 5. After a report is submitted, it will then appear on the “Verified Reports” tab and will no longer appear on the “Unverified Reports” tab.



- 6. Accessing the report from the “Verified Reports” tab will show the name of the user who verified the report and the date on which it was verified. The answers and comments will not appear on this screen.