Business Hours: Monday and Friday 8am-5pm; Wednesday 8am-12pm; other hours by appointment

Contact Information:
SAAHD Financial Specialist - Michaela Habe (x2-2632 or michaela.habe@unl.edu) – Human Resources, P-Card purchases, Accounts Payable (invoices), Monthly and ad hoc reports, Internal Charges, Cash Deposits, Grad Student info, etc.
Dean’s Office Financial Specialist - Erin Murray (x2-5836 or emurray5@unl.edu) – Travel Coordinator
Assistant Dean for Business and Finance - Wendy Duerfeldt Schutte (x2-7699 or wendy@unl.edu) – Contracts, Adjunct/Lecturer Agreements, Extraordinary Issues

How to Process Employee Travel Requests:
1. Pre-Trip Travel Authorization - https://sapphire.nebraska.edu/gm/folder-1.11.10856?mode=EU. No pre-trip travel authorization is necessary for Hixon-Lied grant awards.
2. Once approved, travel arrangements can be made. Airfare and hotel can be paid directly by UNL in many cases. Contact Dean’s Office Financial Specialist to assist in making reservations. Although not the preferred method, faculty, staff and students can book their own domestic travel (registration, airfare and hotel) then request a reimbursement once travel is completed in accordance with travel policies listed below.
3. Submit all original, detailed receipts to Dean’s Office or SAAHD Financial Specialist upon return from travel.
4. Dean’s Office Financial Specialist will organize receipts and prepare for travel reimbursement.
5. Data entry will be completed by the Dean’s Office Financial Specialist and submitted through electronic reimbursement processes established at the University.
6. Traveler is expected to review the reimbursement via email to begin the electronic approval process.
7. Reimbursement will be processed by UNL Accounting and direct deposited into the employee’s bank account on file. Account can be updated through Employee Self Service within Firefly.

How to Process Guest Travel Requests:
1. Obtain budgetary approval from Visiting Artist Committee.
2. SAAHD Faculty will complete the Visiting Artist form on the School’s website. The completed form is sent to the office for review. The Artist will also be required to complete a form and a Visiting Personnel Form for payment of honorarium.
3. SAAHD Financial Specialist will contact Dean’s Office Financial Specialist for travel arrangements.
4. Dean’s Office Financial Specialist will confirm travel arrangements with the artist and provide details to the UNL faculty host and SAAHD Financial Specialist.

Travel Policies:
Overview - http://travel.unl.edu/policies
Meals and Lodging - http://travel.unl.edu/MealsLodging
Mileage - http://travel.unl.edu/policies/mileage-reimbursement
Purchasing Airline Tickets - http://travel.unl.edu/AirTrans/PurchAirTix.shtml
FAQs - http://travel.unl.edu/FAQs
SAAHD Business and Finance Information

How to Purchase Goods or Equipment:

<table>
<thead>
<tr>
<th>Value Range</th>
<th>Approval</th>
<th>Quotes req'd</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $4,999</td>
<td>School and/or Dean’s Office</td>
<td>None req’d, but (1) quote preferred</td>
<td>eSHOP or P-Card</td>
</tr>
<tr>
<td>$5,000 - $24,999</td>
<td>Procurement Services</td>
<td>(3) Informal Quotes</td>
<td>eSHOP or SAP PO</td>
</tr>
<tr>
<td>$25,000 - $149,999</td>
<td>Procurement Services and/or VCBF</td>
<td>(3) eBid Process</td>
<td>eSHOP or SAP PO</td>
</tr>
<tr>
<td>$150,000+</td>
<td>Procurement Services, VCBF, and/or Board of Regents</td>
<td>Formal bid process</td>
<td>eSHOP or SAP PO</td>
</tr>
</tbody>
</table>

How to Purchase Professional Services:

<table>
<thead>
<tr>
<th>Value Range</th>
<th>Approval</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $4,999 AND less than one year</td>
<td>School and/or Dean’s Office</td>
<td>eSHOP or SAP PO</td>
</tr>
<tr>
<td>$5,000 - $24,999</td>
<td>Procurement Services</td>
<td>eSHOP or SAP PO</td>
</tr>
<tr>
<td>$25,000 - $149,999</td>
<td>Procurement Services and/or VCBF</td>
<td>eSHOP or SAP PO</td>
</tr>
<tr>
<td>$150,000+</td>
<td>Procurement Services, VCBF, and/or Board of Regents</td>
<td>eSHOP or SAP PO</td>
</tr>
</tbody>
</table>

Purchasing methods:

Contractual agreements
- Signature Authority – Dean’s Office - http://bf.unl.edu/policies/Signature-Authority.pdf

**Reminder: Faculty cannot sign contracts on behalf of SAAHD or the University of Nebraska.

eSHOP
- UNL’s eProcurement tool – Procure to Pay Process
- Entire process is electronic with email approvals.
- Prime Suppliers are enabled with catalogs, i.e. Office Depot.
- Non-catalog orders with other vendors
- Anyone can be a Shopper – requires proper credentials to be established through SAAHD Business Office.
  - Requestors and Approvers require additional training and typically have budgetary responsibility.
- All Computer and IT purchases are processed through David Bagby’s group in the Dean’s Office.

Purchasing Card (P-Card)
- Cardholders:
  - Christy Aggens
  - Stacy Asher
  - Margaret Bohls
  - Matthew Bukrey
  - Santiago Cal
  - Drew Davis
  - Patricia Davis
  - Robert Derr
  - Eddie Dominguez
  - Dana Fritz
  - Michael Hoff
  - Aaron Holz
  - Karen Kunc
  - Walker Pickering
  - Emily Reason
  - Francisco Souto
  - Aaron Sutherlen
  - Colleen Syron
  - Emily Wiethorn
  - Sandra Williams
- Approvers:
  - Michaela Habe, Financial Specialist
  - Robert Derr, Director
  - Wendy Duerfeldt Schutte, Assistant Dean of Business and Finance

**Faculty should be aware of and/or approve student purchases. All course/lab fees require pre-approval from Director.