**Reminder – Please send any of these charges for your “R” accounts as well**

*All* monthly charges should be verified by the department designee via initials in the upper right hand corner of the charge along with the date of verification before forwarding to FIO.

The following charges should be printed by the department and forwarded to FIO by the **10th of the month**:

  - Send the 1st and 2nd pages only (can be printed duplex). Remember for phone and network/data port charges you are printing the month previous to the month you are reconciling. For example, if you are reconciling May, you will need to print April’s charges and send them to FIO by the 10th of June.
- **Mail Services (Postage) charges** – Login at [http://dfwbase.admin.utk.edu/dfworks/Authenticator](http://dfwbase.admin.utk.edu/dfworks/Authenticator)
  - User name and password are “mail”. Make sure your print out includes the Total Charges. This may mean you will need to print the page and not the PDF.
- **Copier Meter charges** – Login at [http://oracle.uthsc.edu/a400_copier_bills.php](http://oracle.uthsc.edu/a400_copier_bills.php)
- **Office Supply (Paper) charges** – Purchased now via invoice through the UT Contract Vendor American Paper and Twine. Purchases can be made by contacting Leslie Rogers at (615) 350-9000 or by email at lrogers@aptcommerce.com.
- **Maintenance/Facility Services charges** – Login to Archibus at [http://facserv.utk.tennessee.edu/forms/default.htm](http://facserv.utk.tennessee.edu/forms/default.htm). If you should have any questions, please contact Kevin Garland.

The following charges should be forwarded to FIO as they are received:

- **U-Copy charges**
- **Parking & Transit charges**
- **Dining Card charges**
- **Video and Photography Center charges**
- **Department of Transportation Services - Motor Vehicle charges**
- **University Printing & Mail charges (formerly Graphic Arts)**
- **Temporary Help Pool charges**
- **UT Bookstore charges**
  - Justification may be requested depending on what has been purchased
- **Any other University departmental charges occurring on your account**

**Important tips**

- Use the browser that works best for you but the URL’s open best in Chrome for me.
- If there are no charges then a report does not need to be sent.
- Cover letters are not needed

This information can be found on FIO’s web site: FIO, Forms, Accounts Payable, CBA Monthly Charges Handout, Departmental Duties—Monthly Charges

Updated 8/5/2015