

Departmental Duties – Monthly Charges

****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 approved, scanned and saved with the appropriate naming convention for each charge, and emailed to HCBFIO@utk.edu by the **10th of the month**:

- Phone and Network/Data Port – <https://oit.utk.edu/communications/online-billing/Pages/default.aspx> The link to log into the system directly is at the top of the page above the address or directly at <https://www.mypinnaclelogin.com/utknox/app/f?p=1003:1>
 - 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.
- Postage - Mail Services – Login at <https://dfworks1.utk.tennessee.edu>
 - User name and password will be assigned by Nasser Sedighi in University Printing & Mail. You may contact him at nasser@utk.edu or by phone 974-6462. Once you log in, go to Custom Reports\Postage by Account\Postage by Account\. Enter your search criteria and select end date in the search date field.
- Convenience Copier
<https://cas.tennessee.edu/cas/login?service=https%3A%2F%2Fost.utk.edu%2Fconveniencecopiers%2FaccountsPage.php>
- Maintenance/Facility Services – Login to Archibus at <https://archibus.tennessee.edu/archibus/login.axvw>. If you should have any questions, please contact Kevin Garland.
- Office Supply (Paper) – 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.

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

- U-Copy
- Parking & Transit
- Dining Card
- Video and Photography Center
- Department of Transportation Services - Motor Vehicle charges
- University Printing (formerly Graphic Arts)
- Temporary Help Pool
- VolShop
 - 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, HCB Monthly Charges Handout, Departmental Duties—Monthly Charges