

**Meeting Planner Select Letter of Agreement**

The University of Florida encourages all continuing education activities sponsored by one of its colleges or schools to be essentially self-supported, e.g., generate sufficient revenues from registration fees to pay all costs.

**DCE Conference Department will provide:**

1. Meeting with the sponsoring faculty member and others selected by the faculty member to establish a program budget and review the total program goals in order to discuss anticipated program and fiscal requirements and responsibilities of the sponsoring unit
2. Provide the requirements for the collecting, receipting and depositing fees
3. Review and approve program budgets
4. Set up flexfield in People Soft
5. Provide online fiscal management system for monitoring program cash flow
6. CEU approval and recording
7. Establishment of a program development share account for residual funds
8. Provide consultation on budgeting, contracts and meeting related expenses
9. Responding and/or coordinating all requests for information from internal and/or legislative auditors and maintaining auditable records for the required period of time
10. Registration Services to include:
  - Provide registration template webpage (more web support available for additional fee)
  - Receipt of registrations via web, phone, fax, mail, and walk in
  - Processing registrations into XMS registration database
  - Preparation and processing of credit card charges and bank deposits
  - Confirmation letters for each registration
  - Invoicing and accounts receivable tracking and collection
  - Maintenance of attendance records
  - Provide client online access to registration reports
11. Retention of non credit student records following UF records retention guidelines
12. Reconcile Program Revenue

**Sponsor will provide:**

1. The event organizer is responsible for providing a realistic initial budget for the activity

2. Personnel who have appropriate roles and expertise in People Soft to:
  - Prepare travel reimbursement(s)
  - Prepare purchase requisitions for goods and services
  - Payment of invoices for goods and services
  - Execution and payment of OPS contracts
  - Preparation and payment of Additional State Compensation (HR-600)
  - Provide copies of fiscal paperwork to DOCE Conferences for approval
3. Within 60 days of program completion, verify that all invoices have been paid and all encumbrances have been closed. Confirm with DCE that all receivables have been collected
4. Within 60 days of program completion, contact DCE Conferences to provide the number of participants and request program closure
5. Reimburse DCE any expenditures or fees not covered by the revenue generated by the program

I read and understand the statements above concerning the roles and responsibilities of each party in the Meeting Planner Select service. I acknowledge them as the operational procedures for such a program.

**This program is required to be closed within 90 days of the posted ending date. If the program has not been closed by the posted ending date, our office will proceed with this process and charge \$75 an hour for this service.**

\_\_\_\_\_  
Organizer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Conference Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name