Making Way for Excellence
Mission and Budget Purpose, Guidelines, and Requests

Mission

The University of West Florida set out on a quest to become the number one regional comprehensive university in America. Accomplishment of this goal involves support and assistance from students, faculty, employees, and partners in the community. We will achieve this goal by creating an environment that nurtures integrity, quality, innovation, teamwork, stewardship, courage and caring.

Service excellence teams have been tasked with leading the university on our path to excellence. Each team has a specific purpose. The purpose and the goals of every team are based on the findings of the UWF organizational assessment. With goals, strategies and actions focused on a particular aspect of improvement, the service excellence teams are guiding our way to distinguishing UWF as the premier creative, student-centered university focused on excellence.

Budget Purpose

Making Way for Excellence (MWE) has been granted a yearly budget. These funds are for expenses associated with promoting a culture of excellence. Expenditures should directly relate to and promote the MWE vision of becoming the number one regional comprehensive university in America.

Budget Proposal Guidelines

When submitting a budget proposal, team leaders should complete the following actions:

- Propose budgets in accordance with the team’s 90 Day Action Plan.
- Research costs for proposed items.
- Present proposals to the Coordinating Committee for approval.
- Maintain accountability of resources by evaluating the result of the use of purchased items.

Please Note: Budgets must be developed in accordance with the MWE mission. When developing budgets, university policies and procedures should be taken into consideration.

The MWE Coordinating Committee will complete the following actions:

- Review all team budget proposals requests one time per year (and emergency requests as needed).
- Approve and/or revise budget proposals and requests as needed to fit into the MWE allocation.
• Review quarterly the MWE expenses incurred by each team including accountability for the use/purpose of the monies.

MWE Spending Requests

To request MWE funds for the ordering of specific items, team leaders should follow these steps:

• Research item costs and obtain total including shipping and handling, if required.
• Propose requested items and costs to the Coordinating Committee for approval.
• Complete and submit a MWE spending request form to the MWE Coordinator (this form may be found on the Excellence web page of every team).
• Upon review and approval, processing/ordering will be tasked to the MWE Coordinator and/or the Office of Human Resources (OHR).
• Should a previously approved budget item exceed the estimated amount by less than $1000.00 the team may proceed to request the item. If the approved budget item exceeds the estimated amount by more than $1000.00 the team should submit the revised budget amount to the Coordinating Committee for approval.
• Orders totaling less than $1,000.00 will be purchased by OHR using a Purchasing Card (p-card). Orders totaling more than $1,000.00 must be approved by the Procurement Services Department and processed according to University procedures (e.g. OHR will prepare a UWF requisition, get appropriate approvals, and submit to Procurement for further processing).
• Delivery of ordered items should be decided by the team requesting the order. Orders may be delivered to the MWE Coordinator, OHR, or delivered to a department specified by the requesting team.

Since MWE funds are state monies, MWE funds MAY NOT be used for the following (except where approved by the Coordinating Committee as critical to the MWE mission):

1. Overload, overtime, or extra-state compensation payments.
2. Salary supplements or increases to the employees’ pay.
3. Costs associated with administrative support.
4. Travel expenses.
5. Expenditures for telephone, cellular telephone, beepers, pagers, or data processing communications.
6. Food, beverages, or meals.

Note: Other prohibited expenditures include any purchase or service on the State Bureau of Auditing Reference Guide for State Expenditures for which expenditures are prohibited from state funds such as food, beverages, or meals.
**Carry Forward**

Procedurally, should there be carry forward funds from the MWE account, these funds are carried forward to the MWE general fund. These funds are intended to be used for MWE and service excellence team needs and must be approved for use by the MWE Coordinating Committee.