Revised RAG + CSV

|  |  |  |
| --- | --- | --- |
| Question | Response | Assessment |
| What does the "BEP ACT" establish?  URL:  [https://www.busfin.uillinois.edu/buying\_contracts/procurement\_laws\_and\_regulations/supplier\_diversity](https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/supplier_diversity?utm_source=chatgpt.com) | According to the provided text, the "BEP ACT" (30 ILCS 575/) establishes that "not less than 30% of the total dollar amount of State contracts, as defined by the Secretary of the Council and approved by the Council, shall be established as a goal to be awarded to businesses owned by minorities, women, and persons with disabilities." | Correct |
| What will a travel agency guarantee for university employees and guests?  URL: <https://www.busfin.uillinois.edu/travel/planning_and_booking/hotels_and_lodging> | According to the provided context, a travel agency will “guarantee only” a hotel room for university employees and guests. | Correct |
| What do the international M&IE per diem rates include?  URL: <https://www.busfin.uillinois.edu/travel/planning_and_booking/business-travel-meals> | According to the provided context, international M&IE per diem rates include: meals, taxes, fees, and tips for waiters, bellhops, housekeeping, etc., laundry, dry cleaning, and transportation between the place of lodging or business and places off site to obtain meals. | Correct |
| An item is considered equipment if it meets what criteria?  URL:  <https://www.busfin.uillinois.edu/equipment_management/equipment_overview> | According to the provided context, an item is considered equipment if it meets all of the following criteria:   * It is tangible property that lasts more than one year. * It costs more than $100. * It keeps its own identity, meaning it is not absorbed into another piece of equipment. * It is movable; it cannot be permanently fixed or attached to a building. | Correct |
| What does the second A in C-FOAPAL stand for?  URL:  <https://www.busfin.uillinois.edu/accounting_budgeting/accounting_financial_reporting/cfoapal_accounting_strings> | According to the provided text, the second "A" in C-FOAPAL stands for Activity. | Correct |
| What do the letters in NACUBO stand for?  <https://www.busfin.uillinois.edu/accounting_budgeting/accounting_financial_reporting/cfoapal_accounting_strings/banner_program_codes_NACUBO_functions> | The text doesn't explicitly state what NACUBO stands for. It only refers to it as the National Association of College and University Business Officers. | Correct, but referring to it as such still means that NACUBO stands for National Association of College and University Business Officers |
| What document should I reference to get information about AR transactions?  <https://www.busfin.uillinois.edu/bfpp/section-5-receivables/obtain-access-banner-accounts-receivable-banner-ar> | According to the provided context, to get information about AR transactions, you should reference a Business Objects report titled "UR\_FIAR\_FIN\_Ledgers\_AR\_Payment\_Trans" available in Eddie under University Documents (UI2 Finance). | Correct |
| Where can I go if I am in need of equipment?  <https://www.busfin.uillinois.edu/equipment_management/surplus_transfers_disposals/surplus_warehouse_operations> | According to the provided context, if you are in need of equipment, you can visit your campus surplus warehouse to identify what surplus equipment is available and assess its condition. | Correct |
| How much does an equipment need to be cost to be considered equipment?  <https://www.busfin.uillinois.edu/equipment_management/equipment_overview> | According to the provided context, an item needs to cost more than $100 to be considered equipment. | Correct |
| Who specifically oversees the development of and adherence to policies, procedures, and systems pertaining to the built environment of the U of I System?  <https://www.busfin.uillinois.edu/about/departments> | According to the provided context, the University of Illinois System Office of Capital Programs and Real Estate Services (UOCP&RES) oversees the development of and adherence to policies, procedures, and systems pertaining to the built environment of the U of I System. | Correct |
| Be specific in terms of design and construction, what specific supplier diversity utilization goals do construction projects have?  <https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/supplier_diversity> | * According to the provided context, construction projects with a total estimated construction cost of $250,000 or greater have a 30% BEP goal and 3% VBP goal. Design contracts for construction projects have a 30% BEP goal and 3% VBP goal. | Correct |
| How are PTags formatted?  <https://www.busfin.uillinois.edu/equipment_management/equipment_acquisitions/tags_numbers_and_labels> | According to the provided context, PTag numbers are 9 digits long. The format is constructed as follows: Digit 1 = "P" for new acquisitions, "L" (from "legacy") for converted records, or "S" for converted records with multiple components. Digits 2-3 = Campus location: 10-Urbana, 20-Chicago, 22-DSCC, 24-Peoria, 26-Rockford, 40-Springfield. Digits 4-9 = A sequential number to distinguish the specific asset.  The context also states that labels with PTag numbers are distributed by University Property Accounting and Reporting (UPAR) and must be affixed to all equipment. | Correct |
| How long will it take for the Digital Mailroom to scan and load invoices and credit memos into iBuy?  <https://www.busfin.uillinois.edu/buying_contracts/paying/vendor_invoice> | According to the provided context, the Digital Mailroom will scan and load invoices and credit memos into iBuy within 48 hours of receipt. | Correct |
| What are Cash Collections and Disbursement?  <https://www.busfin.uillinois.edu/payments_to_the_university/cash_handling> | * According to the provided context, Cash Collections involves the collection, control, and deposit of amounts owed to the U of I System from cash sales, accounts receivable collections, credit card sales, and other sources. Cash Disbursement encompasses the dispensing of cash (both currency and checks) for miscellaneous expenditures and the control of funds designated for this purpose. | Correct |
| Name all credit cards can student account payments can be processed with.  <https://www.busfin.uillinois.edu/payments_to_the_university/accepting_card_payments> | According to the provided context, student account payments can be processed using major credit cards, including MasterCard, Visa, American Express, and Discover. | Correct |
| Give examples of token of gratitude for activities for which custom or propriety precludes a price to be set  URL:  <https://www.busfin.uillinois.edu/paying_people/payments_to_non_employees/honorarium_payments> | According to the provided context, examples of token of gratitude for activities for which custom or propriety precludes a price to be set include:   * A minister or cleric providing an invocation * A distinguished alumnus invited to make brief remarks at the dedication of a new university facility * An individual participating as a judge in a contest * A Supreme Court Justice invited to judge a moot court competition | Correct |
| What Equipment information may be updated?  URL:  <https://www.busfin.uillinois.edu/equipment_management/maintaining_equipment_records> | According to the provided context, the following equipment information may be updated:   * Location Code * Custodian (UIN) - If populated, cannot be left blank * Equipment Manager (UIN) - If populated, cannot be left blank * Condition Code * Manufacturer * Model * Serial Number or VIN | Correct |
| Where can I access essential goods and services from the campus stores?  URL: <https://www.busfin.uillinois.edu/buying_contracts/finding_goods_and_services/campus_stores> | According to the provided context, you can access essential goods and services from the campus stores at the University of Illinois at Urbana-Champaign (UIUC), the University of Illinois at Chicago (UIC), and the University of Illinois Springfield (UIS). | Correct |
| What is the upper limit for cash purchases? <https://www.busfin.uillinois.edu/buying_contracts/procurement_methods> | According to the provided context, the upper limit for cash purchases is $499.00 for a single transaction. | Correct |
| What cards are reserved for travel?  <https://www.busfin.uillinois.edu/buying_contracts/procurement_methods> | According to the provided context, TCards are reserved for travel-related purchases. | Correct |
| Who is responsible for overseeing cash handling procedures at the University of Illinois Urbana-Champaign  <https://www.busfin.uillinois.edu/payments_to_the_university/cash_handling> | According to the provided context, unit heads are responsible for all cash handling activities in their units. | Correct |
| Is there a service fee for paying student accounts with a credit card?  <https://www.busfin.uillinois.edu/payments_to_the_university/accepting_card_payments> | Yes, according to the provided context, a nominal, non-refundable 2.5% service fee will be applied to all credit card transactions for student account payments. This fee will appear as a separate charge on the payee's credit card statement and can be tracked in their UI-Pay account. | Correct |
| When are departments required to deposit received funds with the University Bursar?  <https://www.busfin.uillinois.edu/payments_to_the_university/department_receivables> | According to the provided context, departments are required to deposit received funds with the University Bursar under the following conditions:   * Within three business days of receiving the funds. * Whenever the unit has collected $5,000 or more. * Within five business days of receiving the funds whenever the unit has collected funds totaling less than $5,000. | Correct |
| What is required before disposing of federally titled or other specially titled equipment?  <https://www.busfin.uillinois.edu/equipment_management/surplus_transfers_disposals/equipment_disposal> | According to the provided context, federally titled and other specially titled equipment cannot be disposed of without approval from the appropriate Sponsored Programs office before submission. | Correct |
| What must be done if inventoried equipment cannot be located during a biennial inventory and is presumed disposed?  <https://www.busfin.uillinois.edu/equipment_management/surplus_transfers_disposals/equipment_disposal> | According to the provided context, if inventoried equipment cannot be located after a thorough search during a biennial inventory, it must be reported using the FAbweb Surplus/Disposal request. | Correct |
| What must a department do when equipment is loaned to another unit for more than one academic session?  <https://www.busfin.uillinois.edu/equipment_management/transfers_and_loans> | According to the provided context, when equipment is loaned to another unit for more than one academic session, the unit must report this to University Property Accounting and Reporting. | Correct |
| What types of items are commonly available at the University of Illinois System’s campus surplus warehouses?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2137925> | According to the provided context, common items available at the University of Illinois System's campus surplus warehouses include desktop computers, laptops, printers, monitors, projectors, TVs, desks, chairs, tables, and filing cabinets. | Correct |
| Why may Invoices be rejected?  <https://www.busfin.uillinois.edu/buying_contracts/paying/vendor_invoice> | According to the provided text, invoices may be rejected for the following reasons:   * Duplicate vendor invoice number * Duplicate invoice submittal * PO number is inaccurate or incomplete * PO is closed or cancelled * Highlighted information, red ink, or red text (as these are often unreadable by scanning equipment) | Correct |
| What conditions must a business with gross sales over $150 million meet to obtain certification under the BEP Act?  <https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/supplier_diversity> | According to the provided context, a firm with gross sales over $150 million may apply to the Council for certification for a particular contract if it can demonstrate that the contract would have a significant impact on businesses owned by minorities, women, or persons with disabilities as suppliers or subcontractors or in the employment of minorities, women, or persons with disabilities. If granted certification, the firm will be certified for the life of the contract. | Correct |
| What types of Illinois state and local taxes is the University of Illinois System exempt from?  <https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/tax_exempt_status> | According to the provided context, the University of Illinois System is exempt from the following Illinois state and local taxes:   * Income Tax * Real Property Tax * Retailers' Occupation Tax * Service Occupation Tax * Use Tax * Service Use Tax | Correct |
| What is the minimum dollar amount for a construction contract that requires prior approval by the Board of Trustees?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2156214> | According to the provided context, a construction contract requiring payment by the U of I System of $5,000,000 or more requires prior approval by the Board of Trustees. | Correct |
| How far in advance should typical purchase requests be submitted before a Board of Trustees meeting?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2156214> | According to the provided context, typical purchase requests should be submitted to the Purchasing Division at least six (6) months prior to the Board of Trustees meeting date. This guideline accounts for an additional month of time for submission to the meeting minutes of the Board of Trustees and for review by sub-committees as may be necessary. | Correct |
| What is the small purchase limit for professional and artistic services under the Illinois Procurement Code?  [https://www.busfin.uillinois.edu/buying\_contracts/procurement\_laws\_and\_regulations/small\_purchase\_limits](https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/small_purchase_limits?utm_source=chatgpt.com) | According to the provided context, the small purchase limit for professional and artistic services under the Illinois Procurement Code is $100,000. | Correct |
| Which two state agencies are responsible for reviewing competitive solicitations and sole source awards before contracts can be issued?  <https://www.busfin.uillinois.edu/buying_contracts/procurement_laws_and_regulations/state_agency_review_and_oversight> | According to the provided context, the Procurement Policy Board (PPB) and the Commission on Equity and Inclusion (CEI) are responsible for reviewing competitive solicitations and sole source awards before contracts can be issued. | Correct |
| Who can audit property records?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2005337> | According to the provided context, property records may be audited by the following:   * State of Illinois Auditor General and Bureau of Property Management, Department of Central Management Services * University of Illinois System Office of University Audits * Other auditing agencies as prescribed by law or sponsorship agreements * U.S. Government agency auditors * University Accounting and Financial Reporting Audits | Correct |
| Audits normally evaluate how well the University has followed policies, procedures, and regulations established by who?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2005337> | According to the provided context, audits normally evaluate how well the University has followed policies, procedures, and regulations established by:   * The State Property Control Act * Other applicable organizations such as sponsoring agencies * The University of Illinois System * Government Accounting Standards Board (GASB) * Financial Accounting Standards Board (FASB) | Correct |
| Is there a fee for credit card transactions? How much?  <https://www.busfin.uillinois.edu/cms/one.aspx?portalid=1993898&pageid=2005347> | Yes, according to the provided context, a nominal, non-refundable 2.5% service fee will be applied to all credit card transactions for student account payments. This fee will appear as a separate charge on the payee’s credit card statement and can be tracked in their UI-Pay account. | Correct |
| Who has the ultimate responsibility for cash handling? What are the main areas of cash handling?  <https://www.busfin.uillinois.edu/cms/one.aspx?portalid=1993898&pageid=2005348> | According to the provided context, the ultimate responsibility for the cash handling function lies with the Vice President/Chief Financial Officer and Comptroller.  The main areas of cash handling are:   * Cash Collections: Involves the collection, control, and deposit of amounts owed to the U of I System from cash sales, accounts receivable collections, credit card sales, and other sources. * Cash Disbursement: Encompasses the dispensing of cash (both currency and checks) for miscellaneous expenditures and the control of funds designated for this purpose. | Correct |
| Why have some of the DS-2 Revisions been approved by the federal government and other Revisions have not been approved?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2350426> | The provided context does not contain information regarding why some DS-2 revisions have been approved by the federal government and others have not. | Incorrect. The information is there. |
| If a foreign national employee has not yet received their SSN, what should they obtain?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2117184> | According to the provided context, if a foreign national employee has not yet received their SSN, they should obtain a University of Illinois Temporary Control Number (TCN). | Correct |
| Who is responsible for pick-ups and deliveries to all areas of the campus? Why don’t freight companies deliver to campus buildings?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2151707> | According to the provided context, the Central Receiving area is responsible for pick-ups and deliveries to all areas of the campus. Freight companies are reluctant to deliver to campus buildings because most buildings lack adequate receiving facilities to accommodate large truck deliveries. | Correct |
| Who establishes principles  determining costs applicable to grants, contracts, and other agreements with educational institutions?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2005188> | According to the provided context, the Code of Federal Regulations (Uniform Guidance Title II CFR Part 200) establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. | Correct |
| Who are honorarium payments given to?  <https://www.busfin.uillinois.edu/cms/one.aspx?portalid=1993898&pageid=2108091> | According to the provided text, honorarium payments are given to individuals who are not employees of the University of Illinois System for a special and non-recurring activity or event. They are typically paid to persons of scholarly or professional standing to show appreciation for participation in U of I System educational, research, or public service activities. | Correct |
| Are there restrictions for which an honorarium may not be used for?  <https://www.busfin.uillinois.edu/cms/one.aspx?portalid=1993898&pageid=2108091> | According to the provided text, honorarium payments are given to individuals who are not employees of the University of Illinois System for a special and non-recurring activity or event. They are typically paid to persons of scholarly or professional standing to show appreciation for participation in U of I System educational, research, or public service activities. | Correct |
| Who processes an invoice or credit memo in Banner?  <https://www.busfin.uillinois.edu/buying_contracts/paying/vendor_invoice> | According to the provided text, UPAY prioritizes processing complete and accurate invoices in the open queue. So, UPAY processes invoices and credit memos in Banner. | Correct |
| Explain Purchasing Cards (PCards) vs Travel Cards (TCards)?  <https://www.busfin.uillinois.edu/buying_contracts/paying/pcard_tcard> | Here's an explanation of Purchasing Cards (PCards) vs. Travel Cards (TCards) based on the provided text:  Purchasing Cards (PCards):   * Purpose: Used to simplify small dollar purchases of supplies and small equipment. * Payment: System-paid and System-liability. * Card Type: Mastercard™ * Usage: Primarily for buying goods and materials.   Travel Cards (TCards):   * Purpose: Used for qualified travel expenses, business meals, and refreshments for specific events. * Payment: System-paid and System-liability. * Card Type: Mastercard® * Authorization: Authorized by the Department Head. * Usage: Primarily for travel-related expenses.   Essentially, a PCard is for general purchases, while a TCard is specifically for travel-related expenses. | Correct (Honestly Excellent, very detailed and answered a more complex question very well) |
| What must individuals making cash purchases do to not be charged a sales tax?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2001057> | According to the provided text, individuals making cash purchases should present a copy of the U of I System's State of IL Sales Tax Exempt Letter to the merchant and request that sales tax not be charged. | Correct |
| How long can equipment be loaned for? What is the procedure?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2137919> | Equipment can be loaned to another unit for more than one academic session. When equipment is loaned to another unit for more than one academic session, the unit must report this to University Property Accounting and Reporting.  Equipment can also be loaned to faculty and staff or students. | Correct |
| What does the exception request form require?  <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2101783> | According to the provided context, the exception request form requires you to provide information regarding the internal financial environment within your department and/or college. This includes detailed information about processes and activities related to equipment management, purchasing, and financial reporting. It also requires detailed mitigating controls and internal review procedures to be approved. | Correct |
| If an individual does not have an existing UIN to receive a payment, what must they do?  <https://www.busfin.uillinois.edu/cms/one.aspx?portalid=1993898&pageid=2108549> | According to the provided context, if an individual does not have an existing UIN to receive a payment, they must complete a Vendor Information Form and send it directly to UPAY Vendor Maintenance. | Correct, but unsure if they send it to UPAY Vendor Maintenance. |