PROCUREMENT
This training is provided to employees of the University of Alaska who wish to have a better understanding of the UA Procurement process and how to incorporate it into Banner.

UA Procurement & Contract Services (P&CS) requires that new employees complete the Procurement & Banner Training in order to gain access to the Procurement Modules. This manual includes all the information that is covered in the training and is designed to be used independently outside of the classroom.

If you wish to view additional detailed instructions for other Banner Finance forms, visit the Statewide website at: https://www.alaska.edu/financial-systems/banner/
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Procurement Web Site – www.alaska.edu/procurement

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MY BANNER – SETTING UP A PERSONAL MENU

A personal menu may be constructed to contain the forms and jobs that are most frequently used in your day-to-day operations. The advantage of setting up the personal menu, ‘My Banner’, is for easy access to the pages and it saves the time of navigation or the need to remember form names. The description of the page may be changed as desired to more clearly identify the function of the page. This is done in the My Banner Maintenance (GUAPMNU) page.

1. In the Dashboard search field, search for and select **My Banner Maintenance (GUAPMNU)**

![My Banner Maintenance](image)

The cursor resides in the **Object** field of the Object Selection panel on the right.

2. Type **FPIOPOV** into the Object field and <Tab>, note the name “Purchase Orders by Vendor” appears in the **Description** field and is highlighted.
3. Click **Insert** to add a blank line. Type **FPA2PUR** and **<Tab>**. This time, while the description is still highlighted, type **Call Number** and **<Tab>**. This changes the name of the page to something that more clearly identifies what you actually do in this page.

4. Click **Insert** and continue entering the remaining page names (FPAREQN, FPARCVD, FOIDOCH) as shown below, each time inserting a blank line to continue for the next entry. These are pages you will be using for training and when you gain access to Banner PROD.

5. After entering all page names, click the **save icon** at the bottom right.

6. Exit the page by clicking “X” at the upper left.

7. Log out of Banner and log back in.

8. Click **Applications** to open sub menu where you will now see **My Banner**; click **My Banner** to open sub menu and you will see all of the Banner forms that you entered into GUAPMNU.
9. You may also remove pages from your personal menu. In the Object Selection panel on the left, double click on the page that you want to remove, both the Object and Description will appear blue. Click **Remove Selection** button.
**FOM2PRF – User Profile Edit**

**FOM2PRF** is used to update a user’s department information profile. Profile information will default into Banner entry forms such as FPAREQN and FPA2PUR; this prevents repetitive data entry by the user. When this information defaults into Banner pages, it may be changed, if desired. Only the user can update their profile.

In the Dashboard search field, search for (enter any part of the form name) and select **User Profile Edit (FOM2PRF)**.

1. **User ID:** The User Profile Edit Form opens to display the User ID of the person logged into the current Banner session. <Tab> to move through the fields and update each field as desired.

2. **User Name:** Upon entry, the cursor resides in this highlighted field. The displayed name may be updated if the user desires. This does not officially change the user’s name, but only how it displays on Banner forms.

3. **Organization:** This is the primary organization/departmental code for the user. <Search> is available and displays a list of organization codes from which to choose. This is not a required field.

4. **Phone:** Enter area code and phone number with no dashes.

5. **Fax:** Enter area code and fax number.

6. **Email:** Enter a valid UA work-based email address.
7. **Ship To: <Search>** is available and displays a list of addresses from which to choose. Contact the office of P&CS if an address needs to be updated or if a new address needs to be added.

8. **Exit** the page by clicking “X” at the upper left.

9. **Exit** from Banner and log back in to activate the changes.
PROCUREMENT METHODS

1. ProCard – $5,000.00 Limit – Goods & Services
   Complete information on obtaining a ProCard, as well as ProCard training manuals and guides can be found at the following web site: https://www.alaska.edu/procurement/pro-cards.php

   Contact Denise Caissie in P&CS for additional information @ dcaissie@alaska.edu.

2. Blanket Purchase Order (BPO) – $5,000.00 Limit – Goods and Services
   All UA Blanket Purchase Orders begin with “BP”.

   A BPO is an agreement with a vendor that permits University departments to order items directly from the vendor. These BPO’s can be used for goods and services offered by the vendors, up to $5,000.00. The department utilizes them by creating a “call number” in Banner (FPA2PUR). This “call number” acts as the department’s “purchase order” and authorizes them to place their order with the vendor and have it shipped directly to the department.

   Once the goods are received, or the service is complete, the department notifies Accounts Payable (A/P) to authorize payment of the invoice. This is done via the Banner Receiving form, e-mail, or fax. If the line item exceeds $2,500, the receiving must be done through Banner (FPARCV); if under that amount and the department chooses not to do receiving in Banner, an e-mail or fax authorizing A/P to pay is fine.

3. Blanket Delivery Orders (BDO) or Exempt Blanket Orders (EBO) – Goods and Services
   All UA Blanket Delivery Orders begin with “BPC” and Exempt Blanket Orders begin with “BPE.

   The P&CS Office has competed and issued contracts to various vendors for their goods and services in order to secure the best possible price. Some of these contracts have been processed as UNFUNDED Blanket Delivery Orders. Because a low competitive price has been established, there is no limit to the amount that can be spent on an individual “call number”. Please review the conditions of the blanket prior to entering your call to ensure you comply with types of goods/services allowed and the limits of the blanket.

   Blanket Delivery Order “call numbers” are created in Banner using the same method as a Blanket Purchase Order.

4. Requisitions – No $ Limit – Goods and Services
   When goods and services cannot be obtained by one of the methods outlined above, a “Requisition” must be entered in Banner (FPAREQN). Requisitions are processed solely by P&CS and do not give the department authorization to call an order in to a vendor. If a department has a need to receive something immediately, a call to P&CS will expedite the processing of the requisition.

   Requisitions are assigned a “Purchase Order” (PO) number by the procurement officers in P&CS. The buyer then processes a purchase order and phones, faxes, or mails it to the vendor. It is the department’s responsibility to provide good, complete information to P&CS for prompt processing; this includes complete vendor information and detailed descriptions of the goods or services that are being requested. If there is backup (i.e. order forms, catalog pages, etc.) that would help P&CS better understand what is being requested, it should be emailed to P&CS (with the requisition number written on each page) within three days of submitting the requisition (see Page 23 for backup submission details).

   The procurement officer decides whether the goods should be delivered to Central Receiving or when it is appropriate for them to be delivered directly to the department. If goods have been delivered to Central Receiving, then Central Receiving staff will do the “receiving” in Banner for the department.
If goods have been delivered directly to the department, and not paid for in advance (enclosing a check with the PO), the department must notify Accounts Payable that the items or services have been received and the invoice may be paid. This notification is done by the Banner Receiving process, e-mail, or fax.

Requisitions that exceed the $10,000.00 small purchase limit may go out for competition.

“Informal Procurements” are between $10,000.01 and $99,999.99 for most goods and services. This may require competition in which the Procurement Officer receives quotes from multiple vendors. This process can take anywhere from a few days to a few weeks, depending on the request.

“Formal Procurements” are above $100,000 for most goods and services. This can take several months to complete. It is important for the departments to allow enough time for the Procurement Office to complete this process. Therefore, careful planning is necessary – particularly as the fiscal year end draws near.

Departments are encouraged to track the progress of their requisitions in FOIDOCH. If there are any questions concerning the requisition, the department should always contact the Procurement Officer in P&CS who handles that particular commodity or service before contacting the vendor. In the event that a department does contact the vendor and a duplicate shipment is received, the department will be responsible for any costs incurred for returned items.

Questions?

Contact P&CS. Phone numbers and e-mail addresses may be found on the web site at https://www.alaska.edu/procurement/commodities.php
Blanket Order Numbers

P&CS has created hundreds of BPO/BDO’s with vendors all over the country. The preferred method of finding a BPO/BDO for a particular vendor is to use the Banner page FPIOPOV – Purchase Orders by Vendor, which is detailed below.

FINDING A VENDR BPO/BDO BY SEARCHING BANNER – FPIOPOV

1. Enter FPIOPOV in the dashboard search field and click Purchase Orders by Vendor (FPIOPOV) – OR – select the FPIOPOV page from your My Banner menu.

2. Click the ellipsis next to the Vendor field to initiate a search.

3. In the Last Name field, enter a unique part of the vendor name using the % as a wild card on both sides of your entry, this will ensure that all possible query results are returned. (Example: %day% will return all vendors with ‘day’ located anywhere in the name). Punctuation is important. If you are not sure as to how the vendor is listed, be sure to only search on the portion of the name holding no punctuation.

4. Click Go to execute the query.

5. If the vendor you are searching for exists, place the cursor on the desired vendor and click Select. (You may also double click on the desired vendor to select.) If there is more than one vendor ID for the vendor and you chose one that did not show any Blanket Order numbers, click Start Over to rollback, execute another query, and choose another vendor ID number.

6. Clear the Fiscal Year field and click Go.

7. If a Blanket Order number exists, it will be towards the top of the resulting list and will begin with BP. Write the number down and click X to exit the page. NOTE: if the Blanket Order commodity description does not fit the item(s) you are purchasing, write down the Blanket Order number and contact P&CS for further direction.

8. Sometimes there will be more than one Blanket Order listed. To determine which one to use, ensure that there is a dollar amount in the Amount field. If you do not know which Blanket Order to use, give P&CS a call.
In order to utilize Blanket Orders for purchasing goods and services, you will also need to obtain a system-generated **Call Number** in Banner prior to placing an order with a vendor.

**CREATING A CALL NUMBER (FPA2PUR)**

A Call is used by departments to place orders with pre-authorized vendors, and the Call Number acts as the department’s Purchase Order, authorizing them to place an order with the vendor and have it shipped directly to the department.

The Call is completed by the department before an order is placed with a vendor, and must reference a Blanket Purchase Order (Blanket Order) using the desired vendor. A Blanket Order is an agreement with a vendor that permits University departments to order items directly from the vendor. P&CS establishes Blanket Orders with vendors. Blanket Orders can be viewed on the FPIOPOV form.

1. Start typing **FPA2PUR** in the dashboard search field and select the **Purchase Order Form FPA2PUR** page – OR – select **Call Number (FPA2PUR)** from your My Banner menu.

![Welcome screen](image)

2. Click **Go** to allow the system to generate a PO number.

![Purchase Order Form](image)

3. The **Document Information** page displays where the cursor resides in the **Blanket Order** field.
4. **Blanket Order*** – enter the Blanket Purchase Order number.

5. **Order Date*** – defaults the date the blanket order was created. **Update this field to current date. Transaction Date will default to current date and should not be changed.**

6. **Delivery Date*** – enter realistic desired date for delivery. If desired, add notes in **Comments** field.

7. Click **Requestor/Delivery Information** tab – the cursor will reside in the **Requestor** field. You may update this data as needed and enter any data that did not default from FOM2PRF.
8. Click **Vendor Information** tab – confirm the expected Vendor is displayed. If the desired vendor is not displayed, the Blanket Order number entered on the Document Information page is incorrect. Click **Start Over** to rollback the form, obtain the correct Blanket Order number, and begin again. If the vendor information is correct, proceed to step 9.

Ensure the Vendor is correct for the goods being purchased. Blanket Orders are issued to a specific Vendor. If the Vendor is incorrect, the correct Blanket Order must be found for the desired vendor.

If more than one Blanket Order displays for a vendor in FPIOPOV, ensure that a dollar amount is displayed in the **Amount** field. To determine if one of the displayed Blanket Orders was created for a specific purpose, navigate to Banner form FPIPURR, and enter the Blanket Order number in the **Blanket Order** field. Click on the **Related** button to select and view the **Document Text** for the Blanket Order for instructional information (if present). If you are unable to determine which is the correct BPO to use, contact Procurement and Contract Services for assistance.
9. Click on the **Commodity/Accounting** tab – the Commodity information defaults from the Blanket Order, which is created with **ONE Item only**. When additional Items are added to a Call, errors will occur in other documents using the Call as the source, (such as an invoice). **It is very important to NOT add additional Items to a Call.** Allow the populated description to remain.

**Under no circumstances should additional items be added to the call.** Freight, for instance, should be included in the total amount. Multiple FOAPAL records may be entered to accommodate proper accounting.

10. **Commodity & Description** – Upon entry, the cursor resides in the Commodity field. Leave this field **blank** – the University of Alaska does not use this field. Allow the **Description** to remain as populated. <Tab>

11. **Quantity** – A Call is always set up with the **Unit Price** equal to 1, so when you enter the **Quantity** it will always be **equal to the total dollar amount to be spent**. (As an example, instead of ordering 1 item for $50, 50 items are ordered for $1. This is done by entering Quantity = 50). The Unit Price is permanently set to 1.0000, so the extended amount will reflect the Total Dollar amount expected to be spent.

In the **Quantity** field, enter the TOTAL DOLLAR AMOUNT of the order.
12. **Extended Amount/Commodity Total:** Ensure the fields are populated, then <Next Block> to Accounting block.

![Image](image1.png)

13. **Accounting** block. The cursor will reside in the Chart Of Account (COA) field.

![Image](image2.png)

<Tab> and the Fund, Orgn, Prog codes will default from the Requestor/Delivery Information block of the form. Ensure this information is correct for the department paying for the item requested. Care should be taken when entering the accounting fields to ensure accurate budget reporting.

![Image](image3.png)

14. **COA** – Verify B has populated the field.

15. **Yr** – Verify the current Fiscal year has defaulted.

16. **Index** – the University of Alaska does not use this field - leave blank.

17. **Fund** – If the defaulted Fund Code is incorrect, enter the desired Fund <Search> is available.

18. **Orgn** If the defaulted Organization Code is incorrect, enter the desired Orgn. <Search> is available.

19. **Acct** Enter the Account Code for the item purchased. Care should be taken to select the proper Account Code. Reference the Accounting and Administrative manual [Expenditure and Revenue Account Codes](#).

20. **Prog** will default in. If the Prog is incorrect, delete the accounting line and enter the Orgn, Fund, Acct again. NEVER enter a different PROG code.
21. Activity Code is an optional field, enter Activity Code when desired.

22. **<Next Block>** to the **Balancing/Completion** block. *Make note of the Call Number.* Call numbers are generated by the system and will begin with ‘P0’. Click the **<Complete>** icon to forward the document to the posting process.

## REQUISITION PROCESSING

Use the Requisition form (FPAREQN) to request the purchase of goods or services that cannot be obtained by using other University purchasing methods: ProCard or Blanket Purchase/Delivery Orders. Processed solely by P&CS, Purchase Requisitions have no dollar limit.

It is the responsibility of the department to provide the P&CS with complete information on the requisition, as well as ensure the vendor has submitted a W9, so the Procurement Officer may provide prompt processing. Before creating a Requisition in Banner, attention to all details concerning the order should be clearly outlined.

**Items to consider before entering a Requisition into Banner:**

1. Is the delivery date clearly stated? When does the product **have** to be here? If the delivery date is VERY soon, contact P&CS to determine if the date is feasible.

2. Is this a RUSH? If so, use the “RUSHUAF” clause in Document Text.
3. Ensure all vendor information is included (if not already found in the database):
   Name
   Address
   City/State/Zip
   Phone
   Fax
   Contact Name (if known)
   Tax ID

4. Will the order be a cash pay (does a check need to accompany the purchase order)? An order
   form will have this information.

5. How is it going to be shipped? UPS? USPS? FedEx? This is very important information for
   P&CS! Be sure to include a line for shipping on the requisition if applicable. If the cost of the
   item includes shipping, indicate that as well, so P&CS will not have to call and ask.

6. All requisition backup will be sent to P&CS via email. The email address is: ua-pcs-
   backup@alaska.edu.
   Instructions for backup are found in the requisition entry instructions on Page 23.

7. Departments are responsible for obtaining the W-9 for both new vendors and any vendor that
   does not have one on file in Banner. Instructions for determining this are included in the
   Requisition instructions.

8. Description of items MUST be complete. If the end user is ordering ‘t-shirts’, for instance, there
   is more to the description than that. Ensure the colors, sizes, styles, etc. are defined. When
   entering requisitions and purchase orders for commodities and equipment into Banner, the
   following protocol is to be used: Manufacturer part number, brand and model, followed by
   additional descriptions in the Item Text.

9. Proper formatting of the line items is critical to the timely processing of your requisition. In fact,
   requisitions that do not contain appropriate information are subject to cancellation and re-entry.

10. What accounting numbers will be needed? Will all costs be paid with one FOAPAL? What is
    the proper account code for the product?

11. Does the department’s budget have available funds to cover the cost of the product?
    (FGIBAVL)

Use the form FOIDOCH to track documents associated with a requisition and form FGIENCD to
view the detailed activity of the purchase order assigned.
PROCEDURE

To make better use of our procurement spend data, it is necessary that we be able to quickly identify specific commodities and equipment we have purchased by querying Banner. In order to make the queries useful, the methodology used by requisitioners and procurement officers for entering descriptive data on commodity line items and line item text in Banner must be consistent. In other words, part numbers, model names, nouns, and other descriptive adjectives need to be in the same place on our requisitions and purchase orders. Therefore, beginning immediately, the following protocol is to be used when entering requisitions and purchase orders for commodities and equipment into Banner.

**Commodity & Equipment Purchases**

*Part number first surrounded by two pound characters (ex. ##12345-B##), then brand, model, noun, other descriptive words such as size or color, and optional components, quote and/or contract reference, invoice requirements (ex. GACINV), award no. and CFDA (if applicable)*

**Example:**

##GV546A8##, HP P2480, LCD Monitor,

24-inch, No Integrated Speakers, with 3-year Parts and Labor Warranty.

*Per attached quotation no. XXXXXXX*

Thank you for your efforts and your patience as we get this in place.

Regards,

John A. Hebard, C.P.M.
C.P.O.
Procurement and Contract Services
University of Alaska
2025 Yukon Dr Ste 001
Fairbanks, AK 99775
CREATING A REQUISITION (FPAREQN)

1. Start typing FPAREQN in the dashboard search field and select the Requisition form – OR – select Requisition page from your My Banner menu.

2. Upon entry into the form the cursor resides in the Requisition field. Leave this field blank to allow the system to assign the next available Requisition number – or if retrieving a requisition in process, enter the document number of the incomplete Requisition. <Search> is available.

   Click Go to open the Requestor/Delivery Information key block.

   The <Copy> feature can also be used to create a new Requisition. Click the <Copy> icon or the <Copy Requisition> link in the Options menu. Update copied data on the requisition as required.

3. Requestor/Delivery Information – The cursor will reside in the Order Date* field. Allow defaulted current date to remain. <Tab> to Transaction Date* field. Allow defaulted current date to remain. <Tab> to Delivery Date* field.

4. Delivery Date – enter the date that the order needs to be received by the department. <Tab> to move to REQUESTOR/DELIVERY INFORMATION block.

5. Enter data in the REQUESTOR/DELIVERY INFORMATION block that did not default from the FOM2PRF form. Data as defaulted in may also be updated. Note that all field names that are followed by an asterisk require data entry, others are optional. <Tab>
6. **Requestor** – enter your name if not populated. `<Tab>`

7. **COA** – enter B if not populated. `<Tab>`

8. **Organization** – enter org number. `<Search>` available `<Tab>`

9. **Email** – enter email address. `<Tab>`

10. **Phone** – enter phone area code and number. `<Tab>`

11. **Fax** – enter fax area code and number. `<Tab>`

12. **Ship-To** – enter your department code. `<Search>` available `<Tab>`

13. **Attention To** – this is a required data entry field. Click **Vendor Information** tab.

14. The cursor will reside in the **Vendor ID** field. Enter a valid Vendor ID, or initiate `<Search>` and select **Entity Name/ID Search (FTIIDEN)** to search for a vendor.
When a search is requested, the form FTIIDEN is displayed and is automatically initiated in query mode. The cursor resides in the ID NUMBER field. <Tab> to search on Last Name.

15. Enter a unique part of the vendor name using the % as a wild card. Click Go

This search using the wildcard % on either side of the unique criteria will return all vendors with the word “trox” in the Vendor’s Name.

It is each department’s responsibility to obtain a W-9 for new vendors, or if a W-9 does not exist for current vendors. The W9 Date field on the form FTIIDEN indicates the date of the vendor’s W9 submission. If this field is empty, the department must request a W9 from the vendor, and include it with the Requisition backup before the purchase order may be completed. See page 62 for an example Form W9.

16.  <Select> the desired Vendor to populate the Requisition Form –or–
If the vendor does not exist, exit this form. Enter NEWVEND as the Vendor ID and enter
NEPWEND (Clause) information in Document Text. This Clause will prompt for all pertinent information, so a Vendor file may be created. Details for Document Text follow in a later step.

17. When the selected vendor populates the Vendor Information block, the default address may not be correct for this order.

18. Click the ellipsis next to the Sequence field to search available addresses.

Use arrows to scroll through the list of addresses. When you locate the address you want to use, click <SELECT>. If a specific vendor address does not exist, add the information to the Document Text (details for Document Text follow in a later step).

Vendor address will then populate the Vendor Information tab.
ADDING DOCUMENT TEXT

At this point in the requisition entry process, document text is used to transmit additional information to the Procurement Officer. **P&CS requires document text** for topics such as: back-up documents, delivery requirements, vendor information...any data that will assist the P&CS to process the order efficiently.

A Modify Clause is specialized preformatted text that may be imported into the requisition at either the Document or Item level. Clauses are created to eliminate the need for repeatedly entering identical data and to prompt data entry for consistent formatting purposes and to help ensure that all pertinent information is included. Modify Clauses should be used when available.

Several Modify Clauses are described in the following pages along with instructions for use. If there is a need for a new Modify Clause, please contact P&CS for assistance. ua-PCS-main@alaska.edu

a. Choose **Document Text** from the **Related** menu.

b. Upon initiation, the Procurement Text Entry form (FOAPOXT) is displayed. The **Key Block** contains core elements of the Requisition.

c. The cursor will reside in the **Modify Clause** field, where you may select a preformatted text clause, <Search> is available via the ellipsis.

   Search for and select desired **Modify Clause**.

   Down Arrow to populate **Modify Clause**.

   Complete **Modify Clause** fields.

d. <Down Arrow> will populate the form with the desired clause.
e. **Text** block

The following fields are available:

- **TEXT:** The cursor will reside on the first line in the text field. Type the desired text to be included with the document or item. At the end of the text line, `<Next Field>` to navigate to Clause field.

- **CLAUSE #:** Clause information is not required and is an optional field.

- **PRINT:** The Print option defaults to checked (yes). `<Next Field>`.

- **LINE:** This field is automatically incremented by the system as the cursor is navigated to a new text line. The default increment is 10, as defined in the Key block.

f. `<Next Block>` to the Text area and enter additional information. This may include additional vendor information, shipping method, whether or not backup is being sent to procurement etc. Use the down arrows to navigate to a new text line for additional information. When all information has been entered:

g. `<Save>` text and `<Exit>` FOAPOXT form and return to Req form.

The cursor is returned to the **Vendor information** page. `<Next Block>` to **Commodity/Accounting** page. Upon entry, the cursor will reside in the **Commodity** field. **Do not type in this field.** `<tab>`

19. **Description** Enter a complete description of the item. Enter as much of the description as the 50 characters allowed in this field will accommodate. If more than 50 characters are required, choose **Item Text** from Related menu **AFTER YOU HAVE FINISHED ENTERING THE U/M QUANTITY AND UNIT PRICE.**

The Procurement Text Entry form (FOAPOXT) is displayed, where the **Key Block** contains core elements of the Requisition. The cursor will reside in the **Modify Clause** field, where a preformatted text clause may be entered in the **Modify Clause** field.

`<Insert Record>` will populate the form with the desired clause. `<Search>` is available.

`<Next Block>` will place the cursor on the first Line in the Text field, where description of the Requisition Item may be continued.

If no additional room is required, continue to Step 20.

20. `<Next Field>` **U/M** Enter the appropriate code. Remember, there are many different units of measure for various items. `<Search>` is available to find the appropriate unit.

21. `<Next Field>` **Quantity & Unit Price** Enter the desired quantity and the price for the item. The system will calculate the extended dollar amount.
The Commodity Description field contains the data entered previously in the Requisition Description field.

Text Added in the Item Text field after that point will display without a break on the printed form.
22. **<Next Field>** to display **Extended** amount. **<Next Block>** to Accounting Block

23. **Accounting block** The cursor will reside in the COA field. Ensure the information displayed is correct for the department paying for the item requested. Care should be taken when entering the Acct (account) field to ensure accurate reporting. The [Expenditure and Revenue Account Codes](#) section of the Accounting and Administrative manual includes descriptions of each account code usage to aid in selection of the correct account code.

24. **COA** Verify B has populated the field. **<Next Field>**

25. **Year** Verify the current Fiscal year has defaulted. **<Next Field>**

26. **Index** The University of Alaska does not use this field - leave **blank** **<Next Field>**

27. **Fund** If the defaulted Fund Code is incorrect, enter the desired Fund **<Search>** is available. **<Next Field>**

28. **Orgn** If the defaulted Organization Code is incorrect, enter the desired Orgn. **<Search>** is available. **<Next Field>**

29. **Acct** Enter the Account Code for the item purchased.

30. **Prog** will default in. If the Prog code is incorrect, delete the accounting line and enter the Orgn, Fund, Acct again. **NEVER** enter a different PROG code

31. If more accounting lines must be entered to equal the Commodity Line Total for this item, enter **<Next Record>** to insert as many additional FOAPAL lines as needed.
32. If there are additional items to enter on this Requisition, choose <Previous Block> to return to the beginning of the Commodity portion of the screen. <Next Record> and repeat steps 19-31.

33. When all line items have been entered, <Next Block> to Balancing/Completion block. MAKE NOTE OF THE REQUISITION NUMBER at the top left of screen.

34. Click the Complete icon to forward the document to the posting process. LAST CHANCE

When completed, the Auto Hint Status Line will display the Document Number and process message of completed and forwarded to the Posting process.

Requisition for goods or services related to grant funding:

Restricted-fund purchases on sensitive account codes may require additional review by the University grants or sponsored projects office to ensure the encumbrance meets the requirement of the grant. It is important to include all the details for your purchase in the item text of your requisition to ensure timely processing through Banner workflow.

Additional information regarding sensitive account codes, can be found here:

https://www.alaska.edu/procurement/files/Sensitive-accounts.doc

https://alaska.edu/controller/acct-admin-manual/account-codes/

Back-up must be sent to P&CS via email for every Requisition entered as per the following instructions. The requisition number must be noted on all pages of the back-up.

1. Address the email to ua-pcs-backup@alaska.edu.
2. Subject is the requisition number (R and all 7 digits as assigned by Banner). DO NOT type anything else on the subject line
3. Attachments need to be PDF files
4. Attachments should be separated and named as follows:
   a. Back-up
   b. W-9
5. You do not need to type any message in the email
TWO EXAMPLE CLAUSES FOR USE IN DOCUMENT TEXT

RUSHUAF When a requisition must be processed quickly and the product received within two weeks, using this clause clearly indicates to the Purchasing Department a critical date must be met. Document text will appear at the top portion of the printed requisition. In order to access document or item text, you must select Related, then type in clause, and use <alt> <page down> to drop the clause into the text block. <Next Block> to enter additional text in the Text block.

Be sure to use <alt><page down> (not <Next Block>), when a clause is selected, else the clause text will not be entered into the form. If <Next Block> is mistakenly used, perform a <Rollback> to return to the Key block of the text form and select the clause again as defined above.

RUSHUAF The inserted record displays an indistinct RUSH message.

However, RUSH! is very apparent when printed. Document text displays before the items on the printed form.
NEWVEND – Use this clause to alert the Procurement Department of a Requisition using a new vendor that does not exist in Banner, or uses a new address that is not under an existing vendor. P&CS will use this information to enter the vendor into the database, so the next time the vendor is required, it will be available for selection.

Go to “Document Text” and type “NEWVEND” in the “Modify Clause” field. <alt><page down> Click down in the “Text” area and fill in the blanks.

A clause may be updated as needed. As shown here, the Vendor’s information is added to the existing New Vend clause. Mouse click in the line to be updated and <Arrow Right> or <Arrow Left> to the desired insertion point.

The NEWVEND information will print on the Requisition form in a format easily read by the Procurement Department for entry into Banner.
Guest Speaker
Clause: SPEAKER

Type “Guest Speaker” on the description line of the Requisition. Select “Item Text” and type “SPEAKER” in the “Modify Clause” field. <alt><page down> <Next Block> to the Text block and fill in the blanks.

Honorarium
Clause: HONORAR

Type “Honorarium for (what did the recipient do for UA)” on the description line of the Requisition. If more space is needed, continue in Item Text. Select “Item Text” and type “HONORAR” in the “Modify Clause” field. <alt><page down> <Next Block> to the Text block and continue the description if need be. Fill in the date of the letter being sent to the recipient. Determine if the recipient is a US citizen or not and indicate it on the requisition.

Lodging
Clause: LODGING

Type “Lodging for (person’s name)” on the description line of the Requisition; or, in the case of a large group, type “Lodging for the participants of the (name and date of event). In the case of a small group, type “Lodging for the following people:” and list the names in Item Text.

Select “Item Text” and type “LODGING” in the “Modify Clause” field. <alt><page down> <Next Block> to Text block and fill in the blanks. Determine if the guests are US citizens. Do not do a lodging PO for employees.

List the names of the people in the small groups at the BOTTOM of the clause text and renumber the lines so they print at the top of Item Text (this will not appear in this order unless you exit the text area and go back in), to separate the names from the remaining text. See example below:

Care must be used when renumbering lines that each line of text is assigned a unique Line number.
Membership
Clause: MEMBER

Type “Membership” on the description line of the Requisition. Select “Item Text” and type “MEMBER” in the “Modify Clause” field. Press “Insert Record”. Click down in the “Text” area and fill in the blanks. Be sure to include members mailing address in the “Member” section of the text.

Registration
Clause: REGISTRA

Type “Registration” on the description line of the Requisition. Select “Item Text” and type “REGISTRA” in the “Modify Clause” field. <alt>page down> <Next Block> to the Text block and fill in the blanks.

Subscription (New)
Clause: SUBNEW

Type “Subscription” on the description line of the Requisition. Select “Item Text” and type “SUBNEW” in the “Modify Clause” field. <alt>page down> <Next Block> to the Text block and fill in the blanks.

Subscription Renewal
Clause: SUBRNW

Type “Subscription Renewal” on the description line of the Requisition. Select “Item Text” and type “SUBRNW” in the “Modify Clause” field. <alt>page down> <Next Block> to the Text block and fill in the blanks.
Example Requisition Forms

Requisition Form

<table>
<thead>
<tr>
<th>Requisition No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order No:</td>
</tr>
<tr>
<td>Date Entered:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Req Type:</th>
<th>Ship Via:</th>
<th>Required Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO CO CP DP</td>
<td>UPS 2nd Day</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

Suggested Vendors

<table>
<thead>
<tr>
<th>Name: Troxell Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 7981 168th Ave Redmond, WA 98052</td>
</tr>
<tr>
<td>Contact: Stewart White</td>
</tr>
<tr>
<td>Phone: 888-245-1085 Fax: 800-546-8465</td>
</tr>
<tr>
<td>Tax ID: 86-4562-89</td>
</tr>
</tbody>
</table>

Comments/Special Instructions:

This is a RUSH!! *(use RUSHUAF clause)*
Backup sent via email
Ship UPS 2nd Day
Vendor does not take credit cards

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>##SD46251##, Sony Handycam DCR-DVD7, Camcorder, 10X Optical, 120X Digital Zoom</td>
<td>5</td>
<td>Ea</td>
<td>599.99</td>
<td>2,999.95</td>
</tr>
<tr>
<td>2</td>
<td>Estimated Shipping/Handling</td>
<td>1</td>
<td>Frt</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Total 3,099.95

Accounting

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>103010</td>
<td>50098</td>
<td>4011</td>
<td>3,099.95</td>
</tr>
</tbody>
</table>

*Remember to use the “RUSHUAF” clause when your order needs to be processed quickly.*
Requisition Form

Requisition No:
Purchase Order No:
Date Entered:

**Req Type:** PO CO CP DP
**Ship Via:**
**Required Delivery:** 6/30/15 (Always the last day of the event)

**Suggested Vendors**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Univ of California - Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Television/Film Department 10920 Wilshire Blvd. Los Angeles, CA 90024-6503</td>
</tr>
<tr>
<td>Contact:</td>
<td>Steven Spielberg</td>
</tr>
<tr>
<td>Phone:</td>
<td>800-451-0087</td>
</tr>
<tr>
<td>Fax:</td>
<td>800-646-9521</td>
</tr>
</tbody>
</table>

**Comments/Special Instructions:**

Registration form being sent via email

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration for “Writing for the Big Screen” June 26-30, 2012 for Shannon O'Kelley &amp; Shayne Bowers in Los Angeles, CA</td>
<td>2</td>
<td>ea</td>
<td>3,500.00</td>
<td>7,000.00</td>
</tr>
</tbody>
</table>

**Total** 7,000.00

**Accounting**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>103010</td>
<td>50098</td>
<td>3661</td>
<td>3,500.00</td>
</tr>
<tr>
<td>173014</td>
<td>50262</td>
<td>3661</td>
<td>3,500.00</td>
</tr>
</tbody>
</table>

This requisition is for the registration of a class. Often times registrations, memberships and subscriptions costs may be put on the department’s ProCard, but for those vendors that do not accept the card a Requisition will need to be completed.
Requisition Form

Requisition No: 
Purchase Order No: 
Date Entered: 

<table>
<thead>
<tr>
<th>Req Type:</th>
<th>Ship Via:</th>
<th>Required Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO CO CP DP</td>
<td>Fed Ex</td>
<td>06/30/19</td>
</tr>
</tbody>
</table>

Suggested Vendors

Name: Acme Industrial Hardware
Address: 3501 Lathrop St
        Fairbanks, AK 99701
Contact: Pablo Picasso
Phone: 907-451-0087  Fax: 907-451-9521
Tax ID: 92-6384891

Comments/Special Instructions:
Must be Pittsburg paint
Brand name justification included in backup sent via email

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>##17-21##, Pittsburg, Seal Grip, Primer, in One-Gallon Plastic Containers</td>
<td>150</td>
<td>Gal</td>
<td>14.25</td>
<td>2,137.50</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>6,412.50</td>
</tr>
</tbody>
</table>

Accounting

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>103010</td>
<td>50098</td>
<td>4151</td>
<td>6,412.50</td>
</tr>
</tbody>
</table>
Requisition Form

<table>
<thead>
<tr>
<th>Req Type:</th>
<th>PO</th>
<th>CO</th>
<th>CP</th>
<th>Ship Via:</th>
<th>Required Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DP</td>
<td></td>
<td></td>
<td></td>
<td>6/20/19</td>
</tr>
</tbody>
</table>

**Suggested Vendors**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Hyatt Regency Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1333 Bayside Highway</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA 94010</td>
</tr>
<tr>
<td>Contact:</td>
<td>Evana Trump</td>
</tr>
<tr>
<td>Phone:</td>
<td>650-347-1234</td>
</tr>
<tr>
<td>Fax:</td>
<td>650-896-2655</td>
</tr>
<tr>
<td>Tax ID:</td>
<td>91-1147331</td>
</tr>
</tbody>
</table>

**Comments/Special Instructions:**

Backup sent via email

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Single Room for Dana Harris</td>
<td>5</td>
<td>day</td>
<td>85.00</td>
<td>425.00</td>
</tr>
<tr>
<td></td>
<td>Arriving: June 25, 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Departing: June 30, 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation #1234567 TA# TA091170</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deluxe Suite for Susan Hanson</td>
<td>10</td>
<td>day</td>
<td>125.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td></td>
<td>Arriving: June 20, 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Departing: June 30, 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation #7654321 TA# TA082749</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>1,675.00</td>
</tr>
</tbody>
</table>

**Accounting**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50098</td>
<td>2010</td>
<td>103010</td>
<td>1,675.00</td>
</tr>
</tbody>
</table>


LODGING

Due to the volume of requisitions and the time-sensitive nature of lodging, it is important to include all of the pertinent information on the requisition so a purchase order can be processed as soon as possible. Once the purchase order is complete, it is faxed or emailed to the hotel to save time and ensure confirmation of the reservation.

IT IS THE DEPARTMENT'S RESPONSIBILITY TO CONTACT THE HOTELS TO RESERVE, CANCEL, OR CHANGE RESERVATIONS. Most hotels will charge for “no shows,” so departments must contact the hotel as soon as possible for cancellations to avoid being charged. If there is a change to the purchase order, email the changes requested to the email address of the Procurement Officer who issued the PO.

It is common to receive requisitions with no names or dates for the lodging. All requisitions for lodging should include the following information:

• Name of person(s). If the lodging is for a group, then list the name of the group or meeting/conference on the requisition. It is not necessary to list all of the names of the entire group on the requisition; however, a list of names must be sent to the hotel by the department before the lodging dates.
• Dates. Include the “check-in” and “check-out” dates. If the guest will be arriving late, then include “late arrival” on the requisition.
• Confirmation # if applicable.
• Include the TA # if applicable.
• If a deposit is required, include the amount on the requisition.

Backup Generally, backup is not needed for lodging; however, for groups or large parties, there is usually an agreement, quote, or a confirmation letter. Email the backup to uaf-pcs-backup@alaska.edu as soon as the requisition is entered with the requisition number on the backup.

Hotel Taxes The University does NOT pay hotel taxes for hotels located in Alaska, so ensure the rate quoted is the tax exempt rate. Hotel taxes are paid by the University for out-of-state hotels.

What Is Covered Unless noted otherwise, all purchase orders are for LODGING ONLY. All incidental purchases such as movies, dry cleaning, room service, alcohol, etc., are the responsibility of the travelers. If meals are listed on the purchase order, then they cannot be claimed on the expense report. For questions about travel and what is authorized, contact your university Travel Office

If you have questions about lodging, contact Procurement & Contract Services at ua-PCS-main@alaska.edu.

When entering a lodging requisition, type “LODGING” in the Modify Clause field in Item Text. <alt><page down> <Next Block> to the Text area and fill in the blanks.
HONORARIUMS

An honorarium is a gift for services for which no fee has been set or agreed upon in advance. It is generally a “thank you” gift as a token of appreciation. Any verbal or written agreement in which the University of Alaska will be obligated to pay for services or expenses is a contractual service, which must be processed in accordance with procurement regulations. A legal claim to payment by the recipient is not an honorarium but a contractual service. An honorarium cannot be used if an agreement has been made to reimburse for travel or other expenses. Contact P&CS for questions.

Due to IRS requirements, the following information is required for processing honorariums:

- Honorariums for employees are NOT processed through procurement. This includes any individual no longer working for the University that has received a check during the calendar year. Employee honorariums are processed through payroll.

- Verify the citizenship of each honorarium recipient. A SOCIAL SECURITY NUMBER ALONE DOES NOT DETERMINE U.S. CITIZENSHIP. For non-U.S. citizens, have the individual fill out the UA Taxable Status Determination Form. The type of visa and the country of origin determine whether the person is qualified to receive the honorarium and whether tax withholding is required. For more information, contact your university Accounts Payable or Finance Office prior to entering the requisition to determine eligibility. Other IRS forms may need to be filled out.

- A social security number or Tax Identification Number is required for ALL honorariums for US citizens and resident aliens (those with “green” cards). Please have these individuals complete a W-9. This form can be found at the following link:
  https://www.alaska.edu/procurement/forms.php

- A home address is required. For certain circumstances the person may not want the check mailed to their home address; however, the home address must be in Banner.

- A letter to the honorarium recipient or some other form of backup documenting the reason for the payment must accompany each honorarium requisition. The letter should indicate what the person did to receive the honorarium.

- An Honorarium Status Determination Form is also required.

When entering an honorarium, type “HONORAR” in the Modify Clause field in Item Text. <alt><page down> <Next Block> to the Text area and fill in the blanks.
REQUISITION CHECKLIST (FPAREQN)

Before submitting a requisition in Banner, please make sure that you have gathered and/or considered the following items:

- **Vendor Information** (mostly provided through a current W-9, which is always required)
  - Name
  - Address
  - City/State/Zip
  - Phone
  - Tax ID#
  - UA ID# (if available)

- **Quote for commodities or services being procured** (when applicable)
  - Make sure that item descriptions are as complete as possible, and follow UA Procurement conventions as described under Commodity & Equipment Purchases here: https://www.alaska.edu/procurement/departments/index.php

- **If entry is for** an **Honorarium**, make sure your backup includes:
  - Honorarium Status Determination Form
  - Memo to recipient on Department letterhead

- **If entry is for** Employee Reimbursement, do not use a Requisition, it must be an encumbrance entry (direct pay) FGAENCB
  - Employee Reimbursement Form
  - Receipt

- **If entry is for** Guest Speaker Payment make sure your backup includes:
  - Guest Speaker/Short Form Contract

- Does this vendor require a check to accompany your purchase order? If so, enter the clause CASHPAY in Document Text - FOATEXT and make sure to include an invoice from the vendor stating the amount due.

- Are there any other clauses for Item Texts that may be applicable?
  - NEWVEND, HONORAR, LICENSE, MEMBER, NOCC, P/U, PROFSVCS, RUSHUAF, SPEAKER

- What is the required delivery date?
  - Is this a RUSH? If so, use the RUSHUAF clause in Document Text - FOATEXT
  - How is this to be shipped/delivered (e.g. FedEx, USPS, UPS)?
    - If the item is to be delivered through Central Receiving, make sure to confirm that the Banner receiving process has been completed by them once you have received your items.

- When the requisition is complete, send all backup documents (e.g. W-9, guest speaker/honorarium forms, memos/letters) to ua-pcs-backup@alaska.edu with the requisition number in the subject line of your email.

(Courtesy of Heather Foltz)
CREATING A RECEIVING DOCUMENT (FPARCVD)

The receiving process is used to record receipt of goods ordered. If the cost of an item exceeds $2,500, receiving is required before an invoice may be paid in the Banner system. Since receiving is optional on line items under $2,500.00, Accounts Payable must be notified by another method in order to approve payment of an invoice. An email or a signed, dated fax to the A/P clerk that handles the vendor will be sufficient to approve payment on goods received. Confirm the Purchase Order, Line Item, Invoice number, and amount to be paid.

1. Enter FPARCVD in the Go To field & press <Enter>
   -or-
   Using the My Banner menu, <Double-Click> on FPARCVD.

2. Enter NEXT in the Receiver Document Code field.<GO>

3. The cursor will reside in the Receiving Method field of the Receiving Header block.

4. There are no required fields in the Receiving Header block, but if there is specific information for Accounts Payable that is out of the ordinary, click RELATED in top right, select View Receiving Text, which will display the General Text Entry form. Enter desired text, or <Next Block> to Packing Slip block.
40

a. Click in the **Text** area and enter the appropriate information for Accounts Payable. **<Save> & <Exit>** the form.

5. The cursor will reside in the **Packing Slip** field of the Packing Slip block.

6. Enter the Invoice Number faxed from A/P or, if using this Receiving Document to authorize multiple payments on this order, enter the Receiving Document Code (Yxxxxxxx from the top of the form). **<Next Field>**

7. **Bill of Lading:** Enter **Partial** if only a portion of the order is received, or **Final** if the entire order has been shipped or is the **Final** shipment to complete an order. **<Next Block>**

   **NOTE** – a **Final** indicator informs Accounts Payable that no other items are expected for this Purchase Order. The remaining funds will be liquidated to the appropriate budget, and the Purchase Order will be closed. (This may be verified via FGIENCD Detail Encumbrance Activity.)

8. The cursor will reside in the **Purchase Order** field of the Purchase Order block.

9. Enter the Call Number or Purchase Order Number (Pxxxxxxx). **<Next Field>**

   The following pages describe how to use the:

   **Receive All Items**, option when the first shipment received will complete a Purchase Order or Call

   And

   **Receive Partial** option when more than one shipment is required to complete the Purchase Order or Call.
1. **Receive All Purchase Order Items** is available for receiving on a Purchase Order or Call for the first time only. Choose **Receive All Purchase Order Items** from Options menu – or – **<Right-Click>** mouse to select from Options displayed. **<Next Block>** to the **Commodity** block.

2. The **Commodity** block is displayed, where the cursor will resides in the **Item** field. **<Next Item>** to the **Current** field and update the amount if necessary.

3. **<Next Record>** if additional Items are on the Purchase Order and must be received.

4. **<Next Block>** to Completion block.

**Receive All** on a Purchase order – Document Number begins with ‘P0’
total ITEMS ordered populates Current field

![Diagram of RECEIVE ALL ITEMS process]

When the **RECEIVE ALL** option is selected, the **FINAL RECEIVED**, **CURRENT**, and **U/M** fields are populated.

The Scroll Bar indicates more than one Item has been received on a Purchase Order. Ensure the correct amount is received for each item.

**Receive All on a Call** - Document Number begins with ‘P0’
total DOLLAR AMOUNT ordered populates Current field

![Diagram of RECEIVE ALL ITEMS process for Call]

When the **RECEIVE ALL** option is selected, the **FINAL RECEIVED**, **CURRENT**, and **U/M** fields are populated.
5. Click the **Complete** icon.

The Hint Status Bar displays the Receiver Document number:

***NOTE***

Record this number on any paperwork being sent to Accounts Payable.

If receiving is done from an original Invoice, record the Receiving Document number ('Y' number), sign it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

If there is more than one accounting line being paid on shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.
**RECEIVE PARTIAL**

When receiving is entered for a partial shipment, choose **Select Purchase Order Items** from Options menu at the top – or – <Right-Click> mouse to select from Options displayed. The Receiving Goods PO Item Selection form will display.

**Purchase Order** – Document number begins with ‘P0’, may display more than one Item.

**Call** – Document number begins with ‘P0’, will display only one Item.

---

1. Select the Item(s) to be received. <Save> and <Exit> this form. Answer “YES” to ‘Close This Form?’ prompt.

2. The cursor is returned to the **Purchase Order** block of Receiving Goods form. <Next Block> to Commodity block. Upon entry, the cursor resides in the **Item** field. <Next Field> to the blank **Current** field.

3. Enter the **dollar amount** (on a call) you wish to receive or Enter the **Item quantity** (on a purchase order). <Save> & <Next Block> to Completion block.
Receive Partial on Purchase Order

A. The Ordered field displays the item quantity entered in the Quantity field of the Purchase Order.

B. If there are multiple lines to receive on a Purchase Order, enter <Next Record > to access the additional items. Update quantity received.

The Final Received defaults as unchecked when the Receive Partial option is used.
Receive Partial on a Call

A.

The **Ordered** field displays the dollar amount or item quantity entered in the **Quantity** field of the Call number.

The **To Date Received** and **To Date Accepted** amounts will update to the total amount received including the **Current** amount just entered. The **Final Received** indicator defaults as unchecked when the **Receive Partial** option is used.

B.

The scroll bar will indicate one Item received for this Call.

**IMPORTANT**

If there is more than one accounting line being paid on a **Partial** shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.
4. Click the **Complete** icon.

The Hint Status Bar displays the Receiver Document number:

```
Receiver Document Code: Y9800185
```

***NOTE***

Record this number on any paperwork being sent to Accounts Payable.

If receiving is done from an original Invoice, record the Receiving Document number (‘Y’ number), sign it, and send it to Accounts Payable. Accounts Payable will not require other documentation.

If there is more than one accounting line being paid on a **Partial** shipment, indicate clearly to Accounts Payable how much should be paid for each FOAPAL.

A receiving document “Y” number can be used only once. A **NEW** receiving document must be created for each partial shipment received. You will create as many receiving documents as are necessary to receive all of the items ordered on each PO/Call Number.

Receive **All** cannot be done after a **Partial** receiving has been done.
DOCUMENT HISTORY (FOIDOCH)

The Document History Form (FOIDOCH) is used to track and review the status of a Finance document such as a Requisition, Purchase Order, Call, Receiving Document, or Invoice as well as other associated documents. General Encumbrance information cannot be viewed via this form. Use FGIENCND instead. Please note that the Document History Form is an inquiry-only form used to review information. Changes may not be made to any documents via this form.

1. Enter FOIDOCH in the Go To: field & press <Enter/Return>
   - or-
   Using the My Banner menu, **Double-Click** on FOIDOCH.

2. Enter the **Document Type** from the list below. General Encumbrances cannot be viewed via FOIDOCH. **<Next Block>**

   - Requisition: REQ
   - Purchase Order: PO
   - Call Number: PO
   - Invoice: INV
   - Receiving: RCV
   - Check: CHK


4. Enter the **Document Code** type from the list below. **<Search>** is available to find desired document.

   - Requisition: Rxxxxxxx
   - Purchasing Order: Pxxxxxxx
   - Call Number: Pxxxxxxx
   - INV: lxxxxxxx
   - Receiving: Yxxxxxxx
   - Check: Hxxxxxxx (for Fairbanks campus FC is the Bank Code)
   - Direct Deposit: !xxxxxxx
5. **Click GO** to go to Detail block.

6. The document requested will be displayed along with any other documents relating to it. Navigate from block to block by using `<tab>` or mouse click on the desired block.

7. View any document by navigating to the document number and pressing `<F3>` or the appropriate selection from the Options menu.

8. To view requisitions, purchase orders, invoices, press `<Next Block>`

9. When finished, `<Exit>` to return to FOIDOCH

10. To view checks, enter the bank code FC (for Fairbanks) or if !, enter SA for Statewide ACH and press `<Next Block>`

11. A document with no status indicator is INCOMPLETE.

12. To query another document, choose `<Roll Back>`. The cursor will return to the Document Type field.

13. To exit this form, choose `<Exit>`.

***To locate the Procurement Officer assigned to your requisition, select the related PO, and `<Page Down>` to view the Buyer Code and Name.***
DETAIL ENCUMBRANCE ACTIVITY (FGIENCD)

1. This inquiry-only form displays all transactions posted against an encumbrance. General Encumbrances, Requisitions, Purchase Orders, and Call documents can be viewed. This is a great form to quickly view the current status and activity of an encumbrance.

2. Enter FGIENCD in the Go To: field & press <Enter/Return> - or - Using the My Banner menu, <Double-Click> on FGIENCD

Key Block

3. The cursor resides in the ENCUMBRANCE field. Enter the document number <Search> is available. Click GO to populate the form and move to Detail Block.
All information is display-only. The following Encumbrance header information is provided.

<table>
<thead>
<tr>
<th>DESC:</th>
<th>Description of the Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS:</td>
<td>O (Open) or C (Closed)</td>
</tr>
<tr>
<td>TYPE:</td>
<td>E (Encumbrance), P (Purchase Order), or R (Requisition)</td>
</tr>
<tr>
<td>DATE EST:</td>
<td>Date Established (DD-MON-YYYY)</td>
</tr>
<tr>
<td>BALANCE:</td>
<td>Balance available on the Encumbrance</td>
</tr>
<tr>
<td>VENDOR:</td>
<td>Vendor to which this encumbrance is issued</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Type</th>
<th>Document Code</th>
<th>Action</th>
<th>Transaction Amount</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30/2013</td>
<td>PC01</td>
<td>E0054046</td>
<td></td>
<td>25.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>
ITEM: The specific commodity for which information is being displayed
SEQUENCE: The specific accounting line for the Item which information is being displayed
FISCAL YEAR: The fiscal year for the encumbrance
COMMIT IND: Commitment Indicator – C (Committed – prior fiscal year transactions that have rolled into the new fiscal year) or U (Uncommitted – current fiscal year transactions or restricted funds transactions that rolled from a prior fiscal year)
COA: Chart of Accounts for the item/seq of the encumbrance, this value is always B
INDEX: The University of Alaska does not use
FUND: Fund code for the item/seq of the encumbrance
ORGN: Organization code for the item/seq of the encumbrance
ACCT: Account code for the item/seq of the encumbrance
PROG: Program code for the item/seq of the encumbrance
ACTV: The Activity field is blank in most instances
LOCN: The Location field is blank
PROJ: The Project field is blank
ENC: The total encumbered amount for the item/seq of the encumbrance
LIQ: The total liquidated amount for the item/seq of the encumbrance
BALANCE: The balance available for the item/seq of the encumbrance
QUICK ENTRY SHEET FOR CALL NUMBERS

1. Navigate to FPA2PUR.

2. Leave the Purchase Order field blank to allow the system to assign a call number.

3. Enter the Blanket Purchase Order number in the “Blanket Order” field.

4. To the ‘Order Date’ field, clear it and enter today’s date.

5. To ‘Delivery Date’ – enter a date.

6. To Requestor/Delivery Info block. Enter your name in the ‘Requestor’ field if it did not default. If correct information is displayed, skip steps 7-12 and proceed to step 13.

7. To ‘COA’ – enter “B” if it did not default.

8. To ‘Organization’ – enter org number.

9. To ‘Email’ – enter email address.

10. To ‘Phone’ – enter phone number.

11. To ‘Fax’ – enter fax number.

12. To ‘ShipTo’ – enter your department code.

13. To Vendor Information block – verify correct vendor is displayed.

14. To Commodity/Accounting block.

15. To ‘Quantity’ field – enter TOTAL DOLLAR AMOUNT OF ORDER.

16. To display extended amount.

17. To Accounting block – if ‘COA’ did not default, enter “B”.

18. To enter the ‘FUND’, ‘ORGN’, and ‘ACCT’ fields. Accept the ‘PROG’ field default (NEVER key a Prog code; if it is incorrect, delete the entire accounting line and enter the correct Org, Fund and Acct, the correct Prog code will default in). Enter the amount. Add additional accounting lines when necessary.

19. To Balance/Completion block – WRITE DOWN THE CALL NUMBER.

20. Click the ‘Complete’ icon to forward the document to the posting process.
QUICK ENTRY SHEET FOR REQUISITIONS

1. Navigate to FPAREQN.

2. Leave the ‘Requisition’ field blank (system will assign a requisition number). <Next Block>

3. Enter ‘Delivery Date’ (required field). <Next Field>

4. Enter ‘Requestor’ information, including ‘Name’, ‘Phone’ and ‘Organization Code’.

5. Enter ‘Ship To’ code or choose from <List>.

6. Enter ‘Attention To’ (required field). <Next Block>

7. Choose <List> to search for vendor. If vendor is found, select address code and seq # for vendor. If vendor is not found, select Vendor ID “NEWVEND” and enter the name and address of the new vendor in <Document Text> for Procurement (use NEWVEND Modify Clause).

8. If there are comments for Procurement, click the <Document Text> link in Options menu at the top.

9. <Next Block> to navigate to ‘Commodity/Accounting’ block and enter values for ‘Description’, ‘U/M’, ‘Quantity’ and ‘Unit Price’.

10. If additional space is required to enter commodity description, click <Item Text> link in Options menu, enter additional text, <Save> and <Exit>.

11. <Next Block> to move to the Accounting Data block. Value fields ‘Orgn’, ‘Fund’, ‘Acct’. Accept ‘Prog’ field default (NEVER key a Prog code; if it is incorrect, delete the entire accounting line and enter the correct Org, Fund and Acct, the correct Prog code will default in). Enter ‘Amount’. Choose <Next Record> if an additional accounting line is required.

12. To enter more commodity items select <Previous Block> and <Next Record> (‘Item’ number will be blank) and repeat steps 8 through 11.

13. When all commodity and accounting data has been entered choose <Next Block> to move to the Balancing/Completion block.

14. Click the ‘Complete’ icon to forward the document to the posting process.
1. Go to FPARCVD.
4. To enter and additional information that A/P may need in order to process payment, click on ‘View Receiving Text’ and type a message in the text area, <Save> and <Exit>.
5. <Next Block> to ‘Packing Slip’ field – enter Invoice #, if known, or the Receiver Document Code (the ‘Y’ number of the document you are creating),
6. <Next Field> to ‘Bill of Lading’ – enter ‘Partial’ or ‘Final’.
7. <Next Block> to ‘Purchase Order’ – enter the call number (this will begin with ‘P0’), <Next Field>.
8. If the order was received complete on the first shipment select ‘Receive All Purchase Order Items’ under the Tools menu, then Options and continue to Step 11.
9. If only part of the order was received, select ‘Select Purchase Order Items’ under the Tools menu, then Options.
10. Double-click in the ‘Add Item’ box to the right of the line item(s) you are receiving (may select multiple line items), <Save> and <Exit> and answer “YES” to ‘Close This Form?’ prompt.
11. <Next Block> to ‘Commodity’ block, <Next Field> to the ‘Current’ field and enter the dollar amount you wish to pay, <Next Field>.
12. <Next Block> to the ‘Completion’ block, click ‘Complete’.

***NOTE***

If receiving is done from an original Invoice, record the Receiving Document number (‘Y’ number) on the invoice, sign and date it, and send it to Accounts Payable. Accounts Payable will not require other documentation.
QUICK ENTRY SHEET FOR RECEIVING PURCHASE ORDERS

1. Go to FPARCVD.


4. To enter additional information that A/P may need in order to process payment or for OGCA grant information, click on ‘View Receiving Text’ and type a message in the text area, <Save> and <Exit>.

5. <Next Block> to ‘Packing Slip’ field – enter Invoice #, if known, or the Receiver Document Code (the ‘Y’ number of the document you are creating).

6. <Next Field> to ‘Bill of Lading’ – enter ‘Partial’ or ‘Final’.

7. <Next Block> to ‘Purchase Order’ – enter the PO number (this will begin with ‘P’), <Next Field>.

8. If the order was received complete on the first shipment select ‘Receive All Purchase Order Items’ under the Tools menu, then Options and continue to Step 11.

9. If only part of the order was received, click on ‘Select Purchase Order Items’ under the Tools menu, then Options.

10. Double-click in the ‘Add Item’ box next to the line item(s) you are receiving (may select multiple line items), <Save> and <Exit> and answer “YES” to ‘Close This Form?’ prompt.

11. <Next Block> to ‘Commodity’ screen, <Next Field> to the ‘Current’ field and enter the item quantity you wish to pay, <Next Field>. When there are additional Items to receive, enter <Next Record> and repeat this step.

12. <Next Block> to the ‘Completion’ block, click ‘Complete’.

***NOTE***

If receiving is done from an original Invoice, record the Receiving Document number (‘Y’ number) on the invoice, sign and date it, and send it to Accounts Payable. Accounts Payable will not require other documentation.
Independent Contractor Status Determination Form

Except as noted in the following paragraph, this form is required to be completed for all contracts with individuals for which treatment as an independent contractor is requested. The form is also required for contracts with partnerships and other non-incorporated businesses for which the services to be performed will be completed exclusively by a specific individual.

Completion is not required for contracts with entities such as corporations, governmental agencies, professional organizations, or other colleges or universities which have provided the required employer identification number. Nor is completion required for contracts with individuals engaged as guest speakers or performers who provide one-time nonrecurring services and who are not otherwise employed by the University.

Section A (To be completed by the prospective contractor):

1. Name: _____________________________________________________________
2. Address: ___________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
3. Type of business (sole proprietorship, partnership, etc.): ______________________
4. Social security or employer ID number: ________________________________
5. Business License No.: Alaska ____________ Other: _________________________
6. Which business income and employer tax returns were filed for the prior year (Forms 1040 Sch. C, Form 1065, Form 941, etc.)? ________________________________
7. Number of years the business has been active? ____________________________
8. Do you maintain a business listing in the telephone directory or other publicly accessible business directories? _____________________________
9. Do you advertise or otherwise hold yourself out to the public to provide similar services (if yes, describe how)? ________________________________
10. Do you maintain your own shop or office? ________________________________
11. Do you have a significant financial investment in your business (if yes, describe)? ________________
12. Describe your primary business activities: ________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
13. List five other companies or customers for whom you provide or have provided similar services through your business or as an independent contractor: 

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

14. What percent of the estimated revenues generated by your business for the next twelve months will be received from the University? ________

15. What unreimbursed expenses, if any, will be incurred by you in doing this work which might impact your profit or result in a loss to your business? 

______________________________________________________________________________

16. Have you previously been employed by the University, as an employee, to provide similar services? If so, please indicate your most recent dates of employment: 

______________________________________________________________________________

17. Are you currently a University of Alaska employee (if yes, indicate for which campus and department you work and the number of hours worked per week or number of credit hours taught)?

18. Describe the work to be performed for the University: 

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

19. Do you have any employees? If yes, how many? 

______________________________________________________________________________

20. Attach a certificate of insurance meeting the following requirements:
   a) Commercial General Liability Insurance, with per occurrence limits of not less than $1,000,000 (one million dollars), naming the University of Alaska as an additional insured. If you do not carry the required liability insurance and would like to request a waiver, please state the reason here: 

______________________________________________________________________________

   b) Workers’ Compensation Insurance, meeting the requirements of the state of employee residency, with a waiver of subrogation in favor of the University of Alaska. If you are asking for a waiver of this insurance coverage, you must provide the following (please attach):
   
   i. A certificate of waiver approved by the Alaska Department of Labor (or state of residence of your employees), or
   
   ii. Other sufficient written proof and/or affidavit that establishes to the satisfaction of the University of Alaska that you do not have, and will not have during this contract term, any employees subject to the workers’ compensation insurance requirements for the state of employee residency.
Independent Contractor Status Determination
Form

Section B (To be completed by a University of Alaska representative)

The IRS takes the general view that an individual is an employee unless it can be proven clearly otherwise. The questions below are intended to help determine the relationship between the University and the applicant.

1. Attach a draft copy of the proposed agreement (this should include scope of work, period of performance, deliverables, delivery schedule, payment terms):

2. Will charges for the services be based on hourly, weekly, lump-sum, or other rates? (The University prefers that payments be tied to deliverables. Agreements which specify payment for level of effort, or for hours worked, may signify, but are not proof, that an employer/employee relationship exists.)

3. How frequently will payments be due? (Generally, payments should be made only upon receipt of a valid invoice. The University’s standard payment terms are Net 30 Days.)

4. Is a particular individual expected or required to perform the work personally? (Depending on the circumstances, an agreement which requires a particular individual to perform services may signify an employer/employee relationship.)

5. Will the University provide or require any special training necessary to perform the services? If yes, please describe.

6. Will the applicant provide instruction to University students (if yes, credit, non-credit, or continuing education credit)?

7. How frequently or regularly will the applicant perform these services for the University? (Ongoing services, or agreements which have indefinite periods of performance, may signify an employer/employee relationship.)

8. Will the services be performed on the University’s or the applicant’s business premises?

9. Who will provide the tools, equipment, materials and supplies, if any, necessary to perform the work?

10. Who will provide clerical or other support services should the applicant require them to perform the services?

11. Who will hire, direct and pay for any helpers or substitutes which the applicant may require?

12. Does the University have the right to direct or give instruction on how to do the work or to change how the work will be done?

13. Does the applicant have a risk of incurring a loss in the performance of these services, other than lost time of the principal worker, or an opportunity to make a profit?

14. Describe contract termination procedure and potential liabilities, if terminated before completion of work:
Independent Contractor Status Determination Form

Contractor and Departmental Certification:

I certify, to the best of my knowledge, the information provided is true, correct and complete. I authorize the University of Alaska to use this information for determination of independent contractor status and to release such information as may be required to the Internal Revenue Service and auditors of the University and its programs.

Contractor:

Signature_________________________  Date_________________________

Printed Name_________________________

Requesting University Department:

Signature_________________________  Date_________________________

Printed Name_________________________

Contractors Not Meeting Insurance Requirements:

If a reasonable request for an insurance waiver has been made and the exposure to loss is substantially limited by the nature of the work performed, or by other coverage, the general liability insurance requirement may be reviewed by the University and waived by its Risk Manager by signing below.

Commercial General Liability Insurance:  Waived:_______  Not Waived:_______

State law requires the University to ensure that all contractors maintain workers’ compensation insurance. This insurance requirement can only be waived if one of the following are attached:

1. A certificate of waiver approved by the Alaska Department of Labor (or state of residence of the contractor’s employees), or
2. Other sufficient written proof and/or affidavit that establishes to the satisfaction of the University of Alaska that the contractor does not have, and will not have during the contract term, any employees subject to the workers’ compensation insurance requirements for the state of employee residency.

Workers’ Compensation Insurance:  Waived:_______  Not Waived:_______

Comments:________________________________________________________________________
_________________________________________________________________________________

Signature_________________________  Date_________________________

Printed Name_________________________

Risk Manager

Determination of Status:

To be completed by Vice Chancellor for Administrative Services, or designee, if work is to be performed for a campus department, or by UA Controller, or designee, if work is to be performed for a UA SW department.

Approved: _______  Disapproved _______

(if not approved, indicate primary reasons for non-approval): ________________________________
_________________________________________________________________________________

Signature_________________________  Date_________________________

VCAS, UA Controller, or Designee

Printed Name_________________________  Title_________________________

Rev. 10-17-2011
HONORARIUM STATUS DETERMINATION

Payee Name: 
Permanent Address: 
City: 
Phone Number: 
Social Security No. 

Describe the services provided for the University:

Dates Performed: 

Is the individual receiving the honorarium an employee of the University?
☐ Yes ☐ No

Has the individual receiving the honorarium been offered and agreed to accept payment of fee contingent upon performance?
☐ Yes ☐ No

Is the University paying for any travel related to this honorarium, either directly to the service provider (e.g. air carrier, hotel, rental car) or via a reimbursement of travel costs through a Travel Expense Report?
☐ Yes ☐ No

Any verbal or written agreement in which the University will be obligated to pay for services or expenses or accommodations is a contractual arrangement and must be made in accordance with University policies and procedures.

Department Head Signature: __________________________

Department Head Name: __________________________

Date: __________________________

Approved by Procurement: __________________________

Date: __________________________
Short Form / Guest Speaker Contract

UNIVERSITY OF ALASKA

SHORT FORM CONTRACT FOR GUEST SPEAKERS OR PERFORMERS

This agreement becomes effective when accepted and signed by the authorized Purchasing official.

CONTRACT NUMBER ________________________________ SSN/Tax ID ________________________________
(to be completed by Purchasing) (SSN entry applies only to sole proprietors or individuals.
All others require entry of federal Tax ID numbers.)

NAME & ADDRESS OF CONTRACTOR: (Contractor may not be a current UA employee.)

______________________________ __________________________________________
______________________________ __________________________________________

NAME & ADDRESS OF UA DEPARTMENT:

______________________________ __________________________________________
______________________________ __________________________________________

THIS AGREEMENT, entered into by the University of Alaska and the Contractor named above, documents the understanding of the parties. (This form must be signed and dated by the Contractor before it is submitted to Purchasing.)

1. SCOPE OF SERVICES: (One time non-recurring) The contractor shall perform all services described below for the amount stated:

☐ GUEST SPEAKER Topic ________________________________ (Topic must be shown for a Guest Speaker.)
☐ PERFORMER

[DEPARTMENT MUST CHECK ONE BOX ABOVE & FILL ALL BLANKS BELOW TO COMPLETE THIS SECTION.]

Event ________________________________ Date ____________
Location ________________________________ Time ____________

Contractor agrees to provide the following equipment/items for this agreement:

________________________________________

University agrees to provide the following equipment/items for this agreement:

________________________________________

2. COMPENSATION: Contractor will be paid in a lump sum amount not to exceed $_____________. Total compensation includes all costs related to the scope of services, including but not limited to:

________________________________________ (i.e. travel, phone calls, hand-out materials).

3. TERMS OF PAYMENT: [TO BE COMPLETED BY THE DEPARTMENT]

☐ Payment to the contractor within 30 days upon receipt of invoice, payable after performance is verified by the department.
☐ Payment to the contractor upon completion of the engagement.

4. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Contracting Agency, its Board of Regents, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, loss, liability, action, cause of action or proceeding of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor’s operations or expiration of this Contract, except for damage, loss, or injury resulting from the Contracting Agency’s gross negligence or willful misconduct.

5. TERMINATION. This contract may be terminated at no cost to either party upon _________ DAYS ADVANCE WRITTEN NOTICE. (30 unless otherwise indicated)

6. OTHER. Contractor is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This agreement is the complete & exclusive understanding of the parties. Time is of the essence in this agreement.

The following attachments are a part of this agreement:

CONTRACTOR

By: ________________________________ (Signature)
Name & Title: ________________________________ (Type or Print)
Date: ____________

UNIVERSITY OF ALASKA

By: ________________________________ (Procurement Officer Signature)
Name: ________________________________ (Type or Print)
Date: ____________
CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION

The University of Alaska relies upon the expertise of its faculty to conduct academic instruction of students in order to provide quality education. It also relies upon the expertise of its research community to conduct quality research.

To these ends, whenever a faculty member, or a Primary Investigator or Project Director, has determined that only a particular item or service is suitable for use in the classroom, or is suitable for a research project, brand name or sole source procurement is both appropriate and justified.

Purchase Requisitions for such items or services must specify that no substitute is acceptable and must be accompanied by a Certification of Need for Restrictive Specification Form, completed and signed by the faculty member, Primary Investigator, or Project Director.

If more than one supplier exists for a specified brand, competition must still be sought in accordance with all applicable laws and regulations. For services, certification by the faculty member, Primary Investigator, or Project Director that no other known source for the required services exists is justification for proceeding with sole source procurement. This determination only applies to items or services to be used in direct support of academic instruction or sponsored research.
UNIVERSITY OF ALASKA
CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION FOR RESEARCH OR CLASSROOM USE

Department: ____________________________________________________________

Purchase Req. No. ___________________________ Est. Value $____________________

If for supplies or equipment:
Manufacturer(s) & Model No.(s) ____________________________________________

Purchase Description (including features or capabilities unique to the brand being requested as they may relate to research requirements): _________________________________________________________________

If for services:
Only known source(s) of services: __________________________________________

Description of Services (including capabilities or expertise unique to the vendor being requested as they may relate to research requirements): _________________________________________________________________

The item(s) or service(s) listed herein will be used as indicated below:

☐ Academic application in the classroom
☐ Direct support of sponsored research

Class/Course or Research Project Name: ______________________________________

CERTIFICATION:
The Faculty Member, Principal Investigator, or Project Director signing below certifies that only the item(s) or service(s) specified in this purchase request is suitable for the intended application, and no substitute is acceptable.*

Signature ___________________________________ Date _______________________

Name and Title ________________________________ Telephone Number __________

Furthermore, I certify under State and Federal Conflict of Interest laws that the above statements are true and precise and that I have no financial or other beneficial interest in the Vendor.

______________ (Faculty Member, Principal Investigator, or Project Director initials)

*If the department has determined that its need can be met by a specified list of vendors, competition will be limited to those vendors only.
Form W-9

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/deregarded entity name, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   - Individual/sole proprietor or single-member LLC
   - Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C-C corporation, S-C corporation, or Partnership) in the box above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no). See instructions. Requester's name and address (optional).

6. City, state, and ZIP code.

7. List account number(s) here (optional).

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See Who is backup withholding later.
The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an alien to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows any exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).
3. The IRS tells the requester that you furnished an incorrect TIN.
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only).
5. You do not certify to the requester that you are not subject to backup withholding under 5 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

Penalties
Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions
Name
If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("S" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding
If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.
Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

**Exempt payees.** Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(k)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

- A corporation,
- A foreign central bank of issue,
- A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- A futures commission merchant registered with the Commodity Futures Trading Commission,
- A real estate investment trust,
- An entity registered at all times during the tax year under the Investment Company Act of 1940,
- A common trust fund operated by a bank under section 584(a),
- A financial institution,
- A middleman known in the investment community as a nominee or custodian, or
- A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt recipients except for 9</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt recipients 1 through 5</td>
</tr>
<tr>
<td>Payments over $500 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt recipients 1 through 7</td>
</tr>
</tbody>
</table>

1. **Part I. Taxpayer Identification Number (TIN).**

   **Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN below.**

   If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

   If you are a single-member LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter the owner’s SSN (or EIN. If the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

   **Note.** See the chart on page 4 for further clarification of name and TIN combinations.

   **How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

   If you are asked to complete Form W-9 but do not have a TIN, write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

   **Note.** Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

   **Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-9.

1. **Part II. Certification.**

   To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

   For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see Exempt From Backup Withholding on page 2.

   **Signature requirements.** Complete the certification as indicated in 1 through 5 below.

   1. **Interest, dividend, and barter exchange accounts opened before 1964 and broker accounts considered active during 1963.** You must give your correct TIN, but you do not have to sign the certification.
   2. **Interest, dividend, broker, and barter exchange accounts opened after 1963 and broker accounts considered inactive during 1963.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.