UA Procurement & Contract Services
Requisition Training Materials
**STEPS IN THE PROCUREMENT PROCESS**

As a general rule, most transactions should be placed as requisitions through Banner. Unlike department Procards, which are limited to transactions under $5,000, requisitions have no dollar limit. Purchase orders are issued for anything ranging from a few dollars to multi-million dollars buying anything from legal services to disarticulated skeletons. For procurements that cannot be charged to a Procard, and do not have a Blanket Purchase Order (designated by a BF, BFC, or BFE PO number) available for use, the requisition process is required to initiate a purchase. The steps in the procurement stream are outlined below to help you understand how important your efforts are to making this process work.

**Step 1: Need Identified and Researched**

1. A need for goods or services is recognized. This is normally conveyed by a researcher or faculty to their administrative purchasing support personnel who seeks out the necessary information to make a determination of what to buy. Procurement & Contract Services (P&CS), colleagues, catalogs, vendor quotes, etc. can be helpful to you in gathering this information.

2. Based upon this research, the department decides to pursue the purchase. In order for you to get the item(s) that you desire, it is critical that the information you gathered be conveyed to the appropriate people. Your mission is to convey exactly what you want through the process—via quote, catalog number, part number, description, original receipts, etc. The more information you provide, the better.

**Step 2: The Purchase Requisition**

Generating a purchase requisition begins the formal procurement process. The following steps will guide us through the life cycle of a requisition. You will see that the accuracy of your information on the requisition is critical to every step of the process.

**Step 3: Approvals**

Your requisition goes through the approval process. At this stage, the information you provided tells personnel what you are trying to order and how much money needs to be encumbered for the purchase.

**Step 4: Purchase Order Generated**

Your information taken from the requisition becomes a Purchase Order. The Purchase Order is a binding agreement between the University and the vendor to conduct business. The benefits of the clarity of your information on the Purchase Order should be obvious.

**Step 5: Vendor Processes Order**

The vendor takes your information from our Purchase Order and puts it into their system. A vendor’s order entry/filling system may flow something like this:

1. The order is passed to clerical support where it is reviewed for errors.

Version Date 12/7/2020
Requisition Entry

2. The information passes to their credit department for approval.
3. The order goes to a warehouse to be filled
4. The materials go to shipping to be packaged and sent to the University
5. The billing department generates an invoice, which is mailed to our Accounts Payable Department.

Step 6: Order Received by UA

The materials you have ordered will be received at the University by various departmental personnel. When the individual department receives the items, they will be opened and inspected. The data entered on the requisition will be compared to the items received, checking that the items received are what was requested.

Step 7: Paying the Invoice

Accounts Payable will compare the information supplied on your purchase order to the invoice information received from the vendor to determining if the vendor is asking for payment on the items you requested. Accurate and adequate information from you is critical in making this match so that the invoice can be paid in a timely manner.

Step 8: Fixed Assets Inventory

Items that qualify as fixed assets are tagged and inventoried based on the information you provided on the purchase requisition. This data is maintained in the fixed assets system until the item is sold or scrapped at the end of its useful life.

As you can see, the accuracy of your information on the Requisition is critical to every step of the procurement process.
Requisition Entry

**Frequently Used Banner Screens**

FOIDOCH - Locate Status on Documents (PO’s Req, Receiving, invoice, payment)

FTIIDEN – Vendor Search

FPIRQST – Locate req number

FPARCVD – To complete receiving

FPIREQN - Req Inquiry

FPIPURR- Purchase Order Inquiry

FPAREQN- To create a req

FRIGITD- Grant Inception to date

FGIBDST- Look up budget by org


**Entering a Requisition**

The following provides a detailed version of the online requisition process. It demonstrates all the queries in the document. In practice, you may never have to do this many queries to process a requisition.

In the Directory Tree,

1. Click on Banner
2. Under the Banner menu, click on Finance System Menu

Version Date 12/7/2020
Requisition Entry

3. Under the Finance menu, click on Purchasing and Procurement
4. Under the Purchasing and Procurement menu, click on Request Processing
5. Under the Request Processing menu, click on Requisition (FPAREQN)

OR

Type FPAREQN in the Search box and press enter. This method takes you directly to the form. This method can be used for any 7-character form or process name.

The following is the first screen to appear when entering a requisition.

Version Date 12/7/2020
1. Type NEXT in the Requisition field, Banner will automatically assign the requisition number.

2. Click either the Next Section icon OR press ALT+Page Down. This brings up the first Block of the requisition form titled, Requestor/Delivery Information

Step 1: REQUESTOR / DELIVERY INFORMATION
Requisition Entry

1) Begin to fill out the requisition:
   i) Order Date – Default’s to today’s date; *you may change it or tab to the next record field.
      *Date change is important during fiscal year end period, look for year-end instructions annually from P&CS.
   ii) Transaction Date – This is the date of this transaction, Banner keeps a record of, tab to the next record field.
   iii) Delivery Date – This is the date you want the product to be delivered on or by or the end date of the period of performance. It must be equal to or later than the order date. Tab to the next field.
   iv) Comments – Information for Procurement only; these do not transfer to the purchase order. Example: “Rush Order” “Call 450-1234 upon receipt”, “Standing Order”, etc. Tab to the next field.
   v) Document Level Accounting – Uncheck this box if you are using more than one Account Code. This is referred to as Commodity Level Accounting.
   vi) Requestor – The name will default automatically based on the Banner login. Tab to the next field.
   vii) COA – This is the finance chart of accounts field. It defaults to “B” for all users. Tab to the next field.
   viii) Organization – If the Organization does not default, or if you wish to change it, enter the Organization number to which this order is being charged.

      (a) If you do not know the number, click on the Search icon (…) OR press F9 to search for the organization number. This action takes you to the Organization Code Validation Form shown below which displays all the ORGN codes when opened.
      (b) To find your ORGN code, you must enter a query. Click on the Filter icon OR Press F7. This clears all the records shown on the form. Enter the search criteria by selecting Add Another Field box. From the drop down menu, select “Title”, “Contains”, type in your Department.
         Example: “Title”, “Contains”, “Purchasing”. Then click Go to execute search OR Press F8 Banner brings up the list of ORGN codes matching the query search criteria.

         Only the records with a ‘Y’ in the “Data Entry” column are valid choices. Choose the correct ORGN code record by double-clicking on the letter ‘U’ OR by clicking once on the letter ‘U’ to highlight it then click the “Select” icon.

         Banner returns to the requisition form, with the selected Organization information.
## Requisition Entry

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<th>Organization Code</th>
<th>Title</th>
<th>Data Entry</th>
<th>Status</th>
<th>Date</th>
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<td>A</td>
<td>12/11/2008</td>
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</tbody>
</table>

Version Date 12/7/2020
ix) Email - Enter email address if it does not automatically default
x) Phone – Enter phone number, starting with the area code, if it does not automatically default
xi) Fax – Enter fax number if it does not automatically default
xii) Ship To – Each user has their own ship to code. Enter your code manually if you know it, or search find your ship code by using the following steps.

1. Click on the Search icon located next to the Ship To field. A Ship-To List (FTVSHIP) box will appear as illustrated on page 10.
2. In the Criteria field, you may search for the correct Ship-To code by entering your department name. For example, PURCH. You may also search for the correct Ship-To code by entering the department’s location. For example, AAC

3. Once the correct Ship-To code has been located, make sure it’s highlighted then click on OK

xiii) Attention To – Enter the name of the person receiving the goods, including a room number and their telephone number.

This completes the Requisition/Delivery Information page of requisition.

Version Date 12/7/2020
Step 2: VENDOR INFORMATION

1. Click on the Next Section icon on the bottom tool bar OR press ALT+Page Down.

2. If you know the Vendor’s ID, enter it in the first box then hit “Tab” so the address will populate; otherwise click on the search icon to find the Vendor.

3. Search for a vendor after clicking on the search icon:
   i. Click on Entity Name/ID Search (FTIIDEN) from the Option list
ii. Enter Search Criteria

a. Click on any of the fields under “Details”. Here you can choose how you would like to search for a vendor. Searching by “Last Name” is the most common.
b. Type a portion of the vendor name within the Last Name field. For example, Complete for Complete Computing, etc. Utilize a % as a wildcard if searching by only a portion of the name.
c. Click on the Go icon OR press F8; this returns a list of any names/vendors matching the search criteria.
d. Select the correct vendor from the list by double-clicking on the name OR by highlighting the name and then clicking on the Select icon.
4. Vendor NOT FOUND after doing a search: If this occurs, the vendor will need to be set up by Procurement & Contract Services (P&CS) based on vendor’s W-9 or W-8BENN information that is provided by you. Type NEWVEND for requisitions when the vendor ID is not set up in Banner.
5. Selecting an Address Code for the vendor. Different addresses may be stored by Banner for a given vendor. If the one displayed on the requisition is not the correct address, you must do a search by doing a query of the available addresses. If an additional address needs to be added for a vendor, please note this information in the Document Text and P&CS will add the new address.

i. Click on the search icon after the Sequence # box to display all available addresses for the vendor OR press F9.

ii. Use the arrow icons located on the bottom tool bar to view all addresses.
iii. Normally, you will choose an address with a PO address type. Highlight the address you want by double-clicking on it OR by highlighting and clicking on the Select icon.
Requisition Entry

iv. Contact – The contact name may default in from the vendor information table. However, if you talked to a sales person who is not listed as the contact person, please enter his/her name.

v. Email – Enter the email address of the contact person if different from what is shown or leave blank.

vi. Discount – This field may default in a value. If it does not, leave blank.


viii. Currency – Leave blank

-Click on Next Section icon or press ALT+Page Down.
Step 3: Commodity / Accounting – This is the step where you enter the actual items to be purchased

**IMPORTANT:** The requisition number appears for the first time on this screen. WRITE IT DOWN. You need this number for future reference.

1. **COMMODITY** – UA doesn’t use the commodity code, leave this blank.
2. **DESCRIPTION** – Enter the specific item description and item number.

   For commodity purchases, the item description must be entered as follows **## product number## product description**.

Note: If there is more information available about the item that what will not fit in the description box, follow the instructions for ITEM TEXT.
3. **ITEM TEXT** - This allows you to enter unlimited text associated with each description line. Note: Your cursor must be on the description line for the item being further described.

   a. Click on Related on the top toolbar.

   b. Select Item Text from the listed options.

   c. Click on Go to start entering the text information

   d. Press “Down Arrow” if you need to add additional lines.

   e. Click on the Save icon.
f. Click on the Exit icon located at the top left corner of your screen. Note that the Item Text box is now checked; this indicates that text exists for the commodity line.

More on item text: This is the text following the commodity line item description. This should be additional specs if the item number, description, or specs do not fit in the line item description.

The last commodity line of a PO for items should be for shipping and handling costs, if applicable.

Equipment: Each commodity line that uses a 5000 account code will generate a unique property tag. When ordering equipment that has multiple items on the quote, that make up one piece of equipment, list all the individual parts in the item text so all is assigned to the singular asset tag.
Examples of Item Test
4. U/M (Unit of Measure) – Tab to the U/M field and enter the unit of measure. If you do not know the correct unit of measure, click on the search icon to the right of the field OR press F9 and choose from the list.

5. Tax Group – Leave blank

6. Quantity – Tab to the Quantity field and enter the quantity.

7. Unit Price – Tab to the Unit Price field and enter the unit price for the item.

8. Tab through the Extended Cost fields until the cursor returns to the Commodity field. Banner computes the Commodity Line Total.
9. Click on the Next Section icon or press Alt+Page Down to enter the Accounting information.

NOTE: If you moved the cursor to a new description line and did not enter any information, the empty description line must be deleted before you may proceed.

10. FOAPAL—Tab to the Fund and enter your fund number, tab and enter org. If the program code does not automatically populate, clear out the fund and org and type in the org first. Tab to the Account field and enter the account desired, or click the search icon to find the account.

   a) To charge to one fund, org and one account code, enter the fund, org, and account code, tab through the FOAPAL line until the amount in the Remaining Commodity Amount appears.

   To charge to multiple Funds, org numbers and account codes:

Version Date 12/7/2020
Requisition Entry

a. Tab through the first FOAPAL line until your cursor is in the first field of the USD column. Enter the dollar amount to be charged to that fund, orgn, and account code.

b. Use the down arrow key to go to the next FOAPAL line or select insert from the section menu. Enter the account index and account code.

c. Tab through the FOAPAL line to the first field of the USD column. Enter the dollar amount to be charged to the next fund, and orgn code.

d. Continue this procedure until the Document Accounting Total field equals the entire amount of the requisition and the Remaining Commodity Amount equal.
Requisition Entry

e. Repeat the above procedure as needed for each item.

11. Document Text: Document Text can be added at any stage during the requisition entry. Click on Document Text from the Related menu to enter messages to P&CS or the vendor. Document Text cannot be accessed if the vendor ID is blank.

Examples: Cash Pay, New Vendor Address, Discounts if paid early, vendor contact info,

Examples not to include: The scope of work, items being requested for purchase,
12. Once Document Text is saved, Exit by selecting the X at the top left corner, or typing Control +Q
13. Click on the Next Section icon or press Alt+Page Down to review final balancing information
14. And select complete to submit to P&CS.

If your requisition is on restricted fund and using a sensitive account code (see list here), then your requisition will routed through Banner Workflow to the Central Administrative Contact associated with your grant. To find this contact, go to FRAGRNT, personnel tab and arrow down to the 007 indicator. Once the requisition is approved in Banner Workflow, the req will be received in P&CS, and assigned to the appropriate P&CS staff for processing.
Doc Text Clauses

CASHPAY – cash pay
CASHPAYP – partial cash pay
CONFIRM- confirm order
WIRETRAN – wire transfer
CPCAMPUS – cash pay with intercampus mail instructions
CPPICKUP- cash pay, hold check for pickup
EXCHANGE – invoices in USD
PAYUSS$- payment in USD
RUSHUAF- Rush Req for UAF
PTASSIGN- Assign to Procurement Tech:
NEWVEND- new vendor information (does not replace the need for a w-9)
GCSCONF- GCS specific confirming order
ADDRESS- notice to P&CS of new vendor address

Item Text Clauses

SPEAKER – guest speakers or performers
REGISTRA- Registration
PROFSVCS- professional services
HONORAR- honoraria
LICENSE – software license renewal
LODGING- hotel and lodging
HAZARD – MSDS requirement for hazmat items
MARCHART- Marine Charter
AIRCHART- Air Charter
MEMBER- memberships
GACINV- Last item on Req with restricted funds, after shipping
DELIVERP- Instructions to central receiving for internal delivery to dept
Req Samples
R0324897 – Air Charter
R0324631 – Equipment
R0324515 – Equipment
R0325026- Cash Pay- Wire- Software License
R0324585- Software
R0324411- Air Charter
R0325754 – equipment
R0323860 – commodity with specs
R0324792- multiple pieces of equipment with specs
R0320984- non-personal services
R0325864- partial cash pay
R0323064- Professional services
R0325986- Professional services
R0324891- Software
R0320592 – Equipment
R0325192- RFQ

Univ Sciences- Example of a bad Req
### University of Alaska Requisition

**REQ Num:** R0324897

**Requestor:** Connie S Carter / Natalia Ruppert

**Organization:** FC GI OPS Restricted FieldSite Actv

**Ship To Address:** Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

**Delivery Dt:** 09/27/20

**Phone Number:** 907 474-6643

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description / Text Notes / Vendor Information</th>
<th>Quantity UOM</th>
<th>Unit Price</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air Charter Services: Furnish to the University of Alaska Fairbanks, Geophysical Institute aerial transportation for three (3) UAF researchers and gear to perform seismic site maintenance in and around Valdez, Alaska aboard an ASTAR Helicopter.</td>
<td>1 24,139.50 SVC</td>
<td>1.0000</td>
<td>24,139.50</td>
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**Requisition Total:** CONTINUED

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**Fparqst - evi_fparqst**

09-SEP-2020 09:21:39 AM
University of Alaska
Requisition

REQ Num: R0324897

Requestor: Connie S Carter / Natalia Ruppert
Phone Number: 907 474-6643

Organization: FC GI OPS Restricted FieldSite Actv
Delivery Dt: 09/27/20

Ship To
Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Requisition Total: CONTINUED

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<td>September 24, 2020 through September 26, 2020</td>
</tr>
<tr>
<td></td>
<td>Weather Dependent</td>
</tr>
<tr>
<td></td>
<td>Rate/Contract Type: This is a reimbursement</td>
</tr>
<tr>
<td></td>
<td>contract. The hourly flight rate is $1,950.</td>
</tr>
<tr>
<td></td>
<td>Anticipate 10.5 hours. Fuel is estimated to cost</td>
</tr>
<tr>
<td></td>
<td>$3664.50.</td>
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<tr>
<td></td>
<td>UAF Personnel/ Passengers: Scott Dalton,</td>
</tr>
<tr>
<td></td>
<td>Nate Murphy, Evan McArthur.</td>
</tr>
<tr>
<td></td>
<td>VENDOR'S CURRENT CERTIFICATE OF INSURANCE ON FILE.</td>
</tr>
<tr>
<td></td>
<td>This Purchase Order is funded by an external</td>
</tr>
<tr>
<td></td>
<td>agency grant or contract containing restrictive</td>
</tr>
<tr>
<td></td>
<td>billing provisions. Therefore, invoice(s) for</td>
</tr>
<tr>
<td></td>
<td>supplies, equipment, or services must be submitted</td>
</tr>
<tr>
<td></td>
<td>within forty-five (45) days AFTER the delivery</td>
</tr>
<tr>
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<td>date listed on this purchase order to be</td>
</tr>
<tr>
<td></td>
<td>considered for payment. Failure to submit</td>
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09-SEP-2020 09:21:40 AM
Requestor: Connie S Carter / Natalia Ruppert
Organization: FC GI OPS Restricted FieldSite Actv
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320
Phone Number: 907 474-6643
Delivery Dt: 09/27/20

invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

******************************************************************************
US Geological Survey
CFDA: 15.808
Cooperative Agreement: G20AC00001
******************************************************************************
VENDOR: 31089509 Vertical Solutions LLC

Requisition Total: 24,139.50
# University of Alaska Requisition

**Requestor:** Connie S Carter / Don Hampton  
**Organization:** FC GIP Space Grnt Physics Aero Rsch  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 09/04/20

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## Requisition Total: CONTINUED

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<th>UOM</th>
<th>Unit Price</th>
<th>Extended Cost</th>
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| 1    | #410128B1595-710152-200408##  
Space Weather Bundle 1  
Includes GNSS Receiver + Choke Ring Antenna +  
15m antenna cable:  
* PolaRxS (p/n 410128B1595) | 3.00 | EA | 12,489.0000 | 37,467.00 |

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**VENDOR EMAIL:** mo.kapila@septentrio.com

**SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.**

Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.

Per the attached quote #UAF 081220-1  
Dated August 12, 2020

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13-AUG-2020 11:27:40 AM
University of Alaska
Requisition

Requestor: Connie S Carter / Don Hampton
Organization: FC GIP Space Grnt Physics Aero Rsch
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Phone Number: 907 474-6643
Delivery Dt: 09/04/20

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<td>applications, all options included</td>
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<tr>
<td></td>
<td>- Output of scintillation parameters (S4, SigmaPh</td>
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<td></td>
<td>etc.)</td>
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<tr>
<td></td>
<td>- 100 Hz logging and recording</td>
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<tr>
<td></td>
<td>- 16 GB internal memory</td>
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<tr>
<td></td>
<td>* ChokeRing Antenna (p/n 710152)</td>
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<td></td>
<td>VeraChoke with short SCIGN radome; supports</td>
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<td></td>
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<td></td>
<td>GPS/GLONASS/GALILEO/BEIDOU signals</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>* CBL_ANT_TNC_LC15 (p/n 200408)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>15 m RF cable TNC-m to TNC-m (RG58)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>VENDOR: 30988457 Septentrio Inc</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Quoted Freight / Shipping / Handling, Pre-Pay and</td>
<td>749.34</td>
<td>FRT</td>
<td>1.0000</td>
<td>749.34</td>
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<td></td>
<td>Add to FOB Destination (Fairbanks, Alaska).</td>
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<td></td>
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</table>

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted.
within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

**************************************************
National Science Foundation
CFDA: 47.050
Grant No: 2019234
**************************************************
VENDOR: 30988457 Septentrio Inc

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Requisition Total: 38,216.34
**CONFIRMING ORDER - DO NOT DUPLICATE**

THIS ORDER WAS PLACED WITH GCSIT SOLUTIONS

BY EMAIL ON

VENDOR EMAIL: jjullian@gcsit.com

SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.

THIS PURCHASE ORDER IS ISSUED PURSUANT TO THE TERMS AND CONDITIONS OF NASPO CONTRACT NO: MNWC-108 AK 2015PC0008

PER THE ATTACHED QUOTE #200669007

DATED JULY 20, 2020

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Any changes to this agreement must be approved by the procurement officer at the address and phone

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Requisition Total: CONTINUED

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<td>AF G20AC00001</td>
<td>FUGS010 15.808</td>
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### University of Alaska Requisition

**Req Num:** R0324515

**Requestor:** Connie S Carter / Samantha Wiser  
**Organization:** FC GI OPS Restricted FieldSite Actv  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 08/12/20

---

**Item Description / Text Notes / Vendor Information**

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

---

**US Geological Survey**  
**CFDA:** 15.808  
**Cooperative Agreement No:** G20AC00001

---

**VENDOR:** G33859 Government Computer Sales In

---

**Requisition Total:** 31,043.00

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**fparqst - evi_fparqst**  
30-JUL-2020 09:30:51 AM
### University of Alaska
#### Requisition

**REQ Num:** R0325026

**Requestor:** Connie S Carter / Dmitry Nicolsky  
**Organization:** FC GI GIP Ice Research  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Delivery Dt:** 10/01/23  
**Phone Number:** 907 474-6643

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**Item Description / Text Notes / Vendor Information**  
**Vendor Information**

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<td>*************** WIRE TRANSFER **********************</td>
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<tr>
<td>** COPY BRITTANY HOCH, UAF FINANCIAL SERVICES **</td>
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<tr>
<td>Per Attached Invoice VDV_0021684</td>
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<td>DBA: Vista Data Vision</td>
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<td></td>
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<tr>
<td>Address: Linyhals 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip: Reykjavik, 110 Iceland</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: Gudmundur Steinsson</td>
<td></td>
<td></td>
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<tr>
<td>Phone:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Email: <a href="mailto:g.steinsson@vistadatavision.com">g.steinsson@vistadatavision.com</a></td>
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<tr>
<td><strong>NEWVEND</strong></td>
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<td>VDV Licence Update - 50 Sites</td>
<td>1.00</td>
<td>SVC</td>
<td>16,200.0000</td>
<td>16,200.00</td>
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<td>Incl. One Year Maintenance Plan</td>
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**Requisition Total:** CONTINUED

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31258786  
W8 On File

---

fparqst - evi_fparqst

**18-SEP-2020 08:23:31 AM**
### University of Alaska Requisition

**REQ Num:** R0325026

**Page:** 2

#### Requestor:
Connie S Carter / Dmitry Nicolsky

#### Organization:
FC GI GIP Ice Research

#### Ship To Address:
Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

#### Phone Number:
907 474-6643

#### Delivery Dt:
10/01/23

#### Item Description / Text Notes / Vendor Information

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<td>1.00</td>
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**Period of Performance:**
October 01, 2020 through October 01, 2021

**VENDOR:** NEWVEND  New Vendor Id

**Maintenance Plan - 2 Additional Years**
(Incl. 20% Discount)

**Period of Performance:**
October 01, 2021 through October 01, 2023

---

**This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency’s billing restrictions, in which case UAF shall not be responsible.**

---

**Requisition Total:** CONTINUED

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<td>47.078</td>
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Requisition Total: 26,280.00
## CONFIRMING ORDER - DO NOT DUPLICATE

This order was placed with GCSIT by email on [email protected] or [email protected]

Submit all invoices to the Accounts Payable address or fax number above, or via email to uaf-ofa-ap@alaska.edu.

### THIS PURCHASE ORDER IS ISSUED PURSUANT TO THE TERMS AND CONDITIONS OF NASPO CONTRACT NO: AR2472,

ALASKA CONTRACT NO: NVP-2018-CLOUD-0002


### Item      Seq      Fisc    Fund-Orgn-Acct-Prog Code                                                 Accounting Rec Amount ... ID                                                                                  Agency ID               CFDA Code

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<td>Vmware Academic Upgrade: VMware vSphere 7 Enterprise to vSphere 7 Enterprise Plus for 1 Processor</td>
<td>6.00 EA</td>
<td>364.00</td>
<td>2,184.00</td>
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Requisition Total: CONTINUED
# University of Alaska

## Requisition

**REQ Num:** R0324585

**Page:** 2

**Requestor:** Connie S Carter / Samantha Wiser

**Organization:** FC GI OPS Restricted FieldSite Actv

**Ship To Address:** Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

**Phone Number:** 907 474-6643

**Delivery Dt:** 08/14/20

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<tbody>
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<tr>
<td>2</td>
<td><strong>#ST7-EPL-P-SSS-A## VMware Academic Production</strong></td>
<td>6.00</td>
<td>EA</td>
<td>870.0000</td>
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<td></td>
<td>Production Support/Subscription for VMware vSphere</td>
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<td></td>
<td>7 Enterprise Plus for 1 processor for 1 year</td>
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<td>VENDOR: G33859 Government Computer Sales In</td>
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<td>3</td>
<td><strong>#ST7-ADV-A## VMware Academic vSAN 7</strong></td>
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<td>Advanced for 1 processor</td>
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<td>VENDOR: G33859 Government Computer Sales In</td>
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<td><strong>#ST7-ADV-P-SSS-A## VMware Academic Production</strong></td>
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<td>Support/Subscription for VMware vSAN7 Advanced for</td>
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<td></td>
<td>1 processor for 1 year</td>
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<td><strong>#HCI-ADV-CPU-A## VMware Academic</strong></td>
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<td>VMware HCI Kit 6 Advanced (Per CPU)</td>
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<td><strong>#HCI-ADV-CPU-P-SSS-A## VMware Academic</strong></td>
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**Requisition Total:** CONTINUED

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**Item Num** | **Seq Num** | **Fisc Yr** | **Fund-Orgn-Acct-Prog Code** | **Accounting Rec Amount** | **Grant Code** | **Grant Sponsor or ID Type** | **Agency ID** | **CFDA Code** |
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<td>1</td>
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University of Alaska
Requisition

REQ Num: R0324585

Requestor: Connie S Carter / Samantha Wiser
Phone Number: 907 474-6643

Organization: FC GI OPS Restricted FieldSite Actv

Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Delivery Dt: 08/14/20

Requisition Total: CONTINUED

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Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency’s billing restrictions, in which case UAF shall not be responsible for payment.

Requisition Total: CONTINUED

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University of Alaska
Requisition

REQ Num: R0324585

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320
Phone Number: 907 474-6643
Delivery Dt: 08/14/20

----------

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<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Cost</th>
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</thead>
</table>

be liable for payment.

**********************************************************************
Alyeska Pipeline Service CO
Contract No: PO. NO. 20300301

Alaska Ocean Observing System
CFDA: 11.012
Contract No: H2431 H2448

US Geological Survey
CFDA: 15.808
Cooperative Agreement: G20AC000001

**********************************************************************
VENDOR: G33859 Government Computer Sales In

Requisition Total: 52,132.00

----------
**CONFIRMING ORDER – DO NOT DUPLICATE**

THIS ORDER WAS PLACED WITH ALASKA LAND EXPLORATION

BY EMAIL ON

BY

VENDOR EMAIL: alex@aklandex.com

SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.

Per attached quote #03, Dated July 02, 2020

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<th>Description / Notes</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Cost</th>
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<tr>
<td>1</td>
<td>Air Charter: Furnish to the University of Alaska Fairbanks, Alaska Earthquake Center (AEC), aerial transport for three (3) UAF researchers and gear to service seismic stations as part of the ANSS Ops project aboard a Robinson R44 helicopter, departing Fairbanks and seismic sites: BPAW, J26L, WRH, 121K, 127K, K20K.</td>
<td>20.00</td>
<td>1,000.00</td>
<td>20,000.00</td>
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**Requisition Total:**

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<th>Fund</th>
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<th>Grant Sponsor ID</th>
<th>Agency ID</th>
<th>CFDA Code</th>
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<td>21</td>
<td>396978-66560-3112-3820RM</td>
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<td>000013084</td>
<td>G20AC00001</td>
<td>FUSGS010</td>
<td>15.808</td>
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24-JUL-2020 08:43:19 AM
Weather Dependent

Rate / Contract Type: This is a reimbursement contract. The (wet) rate is $1000/hour. Anticipate 20 hours. 2 hour minimum, $600/hr standby.

This purchase order is Not To Exceed $20,000 without prior approval via written modification by the UAF procurement official designated above.

UAF Personnel / Passengers:

Scott Dalton, Evan McArthur, Nate Murphy

VENDOR'S CURRENT CERTIFICATE OF INSURANCE ON FILE.

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be
considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

**************************************************
US Geological Survey
CFDA: 15.808
Cooperative Agreement No: G20AC00001
**************************************************
VENDOR: 31111355 Alaska Land Exploration, LLC

Requisition Total: 20,000.00
University of Alaska
Requisition

Requestor: Connie S Carter / Jingqiu Mao
Organization: FC GI GIP Atmospheric Sci Research
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Request Total: CONTINUED

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<tr>
<td></td>
<td>Address: 1916A MARTIN LUTHER KING JR. WAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City/State/Zip: BERKELEY, CA 94704 (Berkeley)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Contact: Tony Hansen</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Phone: 510-845-2801</td>
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<td></td>
<td>Tax ID (if known): 51-0620129</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:tony.hansen@mageescientific.com">tony.hansen@mageescientific.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: This vendor has a new address as follows.</td>
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<td></td>
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<td>Phone: 510-845-2801</td>
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<td></td>
<td>Fax: 510-845-7137</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:tony.hansen@mageescientific.com">tony.hansen@mageescientific.com</a></td>
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*****CONFIRMING ORDER - DO NOT DUPLICATE*****
THIS ORDER WAS PLACED WITH MAGEE SCIENTIFIC CORP

Requisition Total: CONTINUED

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M014638
W9 On File
**University of Alaska Requisition**

**REQ Num:** R0325754

**Page:** 2

**Requestor:** Connie S Carter / Jingqiu Mao

**Organization:** FC GI GIP Atmospheric Sci Research

**Ship To Address:** Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

**Phone Number:** 907 474-6643

**Delivery Dt:** 01/04/21

---

**Item** | **Item Description / Text Notes / Vendor Information** | **Quantity** | **UOM** | **Unit Price** | **Extended Cost**
---|---|---|---|---|---
1 | **##AE33## Aethalometer, "DualSpot"** 7-wavelength analysis @ 1Hz Instrument package includes: Model AE33, one roll filter tape, one cartridge filter, static dissipative sample tubing (2 m), insect and water trap, flow and leak-test calibration pad, operating and service manual and quick start guide. Quoted Price: $25,000 Less Discount of $3412.50 VENDOR: NEWVEND New Vendor Id | 1.00 | EA | 21,587.5000 | 21,587.50

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**Requisition Total:** CONTINUED

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**fparsq - evi_fparsq**

18-NOV-2020 04:17:03 PM
**University of Alaska Requisition**

** REQ Num:** R0325754

**Page:** 3

**Requestor:** Connie S Carter / Jingqiu Mao

**Organization:** FC GI GIP Atmospheric Sci Research

**Ship To Address:** Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

**Phone Number:** 907 474-6643

**Delivery Dt:** 01/04/21

### Item Description / Text Notes / Vendor Information

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**Requisition Total:** CONTINUED

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**Item Num** | **Seq Num** | **Fund-Orgn-Accnt-Prog Code** | **Accounting Rec Amount** | **Grant Code** | **Grant Type** | **Sponsor ID** | **Agency ID** | **CFDA Code** |
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18-NOV-2020 04:17:03 PM
Requestor: Connie S Carter / Jingqiu Mao
Organization: FC GI GIP Atmospheric Sci Research
Ship To Address: Geophysical Institute
               PO Box 757320
               2156 Koyukuk
               Fairbanks AK 99775-7320

Request Num: R0325754
Phone Number: 907 474-6643
Delivery Dt: 01/04/21

Requisition Total: CONTINUED

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<td>Kit includes:</td>
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<td>1pkg/25 Quartz Fiber Filters (usage 2/month),</td>
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<td>PN 8012; 1 pr. Tweezers, 12 pcs. VOC Denuder</td>
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<td>Cartridge Insert Element (usage 1/month), PN 3456</td>
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<td>2 Cartridge Filters, PN 8072; 2 Capsule filters,</td>
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<td>PN 8074: (usage 2/year)</td>
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<td>Quoted Freight/Shipping/Handline, Pre-Pay and Add</td>
<td>700.00</td>
<td>FRT</td>
<td>1.0000</td>
<td>700.00</td>
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<td>to FOB Destination (Fairbanks, AK)</td>
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<td>VENDOR: PREPAY SHIPPING CHARGES AND ADD TO</td>
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<td>ACCOMPANY THE INVOICE FOR PAYMENT IF FREIGHT IS</td>
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<td>$500 OR MORE.</td>
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Total Quoted Price: $35,000.00
Less Discount of $4675.00
Total Extended Cost: $2,932.50

This Purchase Order is funded by an external source.

CONTINUED...
Requestor: Connie S Carter / Jingqiu Mao
Organization: Geophysical Institute
Ship To Address: PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Phone Number: 907 474-6643
Delivery Dt: 01/04/21

Item | Item Description / Text Notes / Vendor Information | Quantity | UOM | Unit Price | Extended Cost |
--- | --- | --- | --- | --- | --- |
agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

-------------------------------------------------------------
National Science Foundation
CFDA: 47.050
Grant No: 2026821 (AGS)
-------------------------------------------------------------
VENDOR: NEWVEND  New Vendor Id

Requisition Total: 57,312.50
University of Alaska
Requisition

---

**CONFIRMING ORDER - DO NOT DUPLICATE*****
THIS ORDER WAS PLACED WITH STRUCTURED COMMUNICATION SYSTEMS, INC
BY EMAIL ON      

VENDOR EMAIL: vwatson@structured.com

SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.

THIS PURCHASE ORDER IS ISSUED PURSUANT TO THE TERMS AND CONDITIONS OF NASPO CONTRACT NO: AR-229 PER THE ATTACHED QUOTE #202005-74789_R1_UAF_JUNIPER EX SWITCHES DATED JUNE 09, 2020

---

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<th>Item Description / Text Notes / Vendor Information</th>
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<th>Unit Price</th>
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<td>8.00 EA</td>
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Includes the Following:

* 8 - EX4300-24T 24Port Web MNG 10/100/100 350WPERP AC ENET Stackable SW RJ45
* 8 - CBL-EX-PWR-C12-US US Power Cable CABL
* 8 - JPSU-350AC-AFO 350W A PWR SUP Front to

---

Requisition Total: **CONTINUED**

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<th>Gnt Type</th>
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**W9 ON FILE**
University of Alaska
Requisition

Requestor: Connie S Carter / Wade Albright
Organization: FC GI ASF Infrastructure
Ship To Address: Geophysical Institute
                      PO Box 757320
                      2156 Koyukuk
                      Fairbanks AK 99775-7320

Phone Number: 907 474-6643
Delivery Dt: 07/17/20

Requisition Total: CONTINUED

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<th>UOM</th>
<th>Unit Price</th>
<th>Extended Cost</th>
</tr>
</thead>
</table>
| 2    | Back PWR Airflow for EX4300  
      *8 - EX-UM-4X4SFP 4Port 10G SFP/1G Uplink  
      CPNT Module for EX4300  
      VENDOR: S002110 Structured Communication Sys  
      ems Inc | 1.00 EA  |     | 1,504.8000 | 1,504.80      |

QUOTED PRICE INCLUDES ALL FEES, INCLUDING SHIPPING

Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's restrictions.

Requisition Total: CONTINUED

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<th>Grant Code</th>
<th>Grant Spnsor ID</th>
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12-JUN-2020 11:41:16 AM
**University of Alaska Requisition**

**REQ Num:** R0323860

**Requestor:** Connie S Carter / Wade Albright  
**Organization:** FC GI ASF Infrastructure  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 07/17/20

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billing restrictions, in which case UAF shall not be liable for payment.

**************************************************

NASA  
CFDA: 43.001  
Contract No: 80GSFC18C0138

**************************************************

**VENDOR:** S002110 Structured Communication Sys  
ems Inc

---

**Requisition Total:** 29,764.80
University of Alaska
Requisition

Requestor: Connie S Carter / Don Hampton
Organization: Geophysical Institute
Ship To Address: PO Box 757320

Phone Number: 907 474-6643
Delivery Dt: 12/28/20

FPA RQST 6.0UA   evi_uareq

RE Num: R0324792
Page: 1

Per Attached Quote #QT-1231 REV1
Dated August 08, 2020
NOTE: This vendor has a new address as follows.
Address: 190-221 19 ST SE
City/State/Zip: Calgary, Alberta, T2E 7M2

Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.

VENDOR EMAIL: trondsen@keoscientific.com
SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.

W8 On File
See Address 4

Requisition Total: CONTINUED
## University of Alaska
### Requisition

**Req Num:** R0324792

**Page:** 2

**Requestor:** Connie S Carter / Don Hampton
**Organization:** FC GIP Space Grnt Physics Aero Rsch
**Ship To Address:** Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320
**Phone Number:** 907 474-6643
**Delivery Dt:** 12/28/20

### Item Description / Text Notes / Vendor Information

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<td>- 3-inch f/0.95 optics</td>
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<tr>
<td></td>
<td>- 6 position filterwheel</td>
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<td>- 180 Field of View Module</td>
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<td>- Andor iXon 888 U3 BVF 1024x1024 EMCCD</td>
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<tr>
<td></td>
<td>- Includes Keo Synopticx Acquisition Software</td>
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<td>- 3 Cavity, Imaging Quality</td>
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<td>- For use with Keo Sentry3 and Sentinel imagers</td>
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## Requisition Details

**Requestor:** Connie S Carter / Don Hampton  
**Organization:** FC GIP Space Grnt Physics Aero Rsch  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 12/28/20

### Item Details

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This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

**************************************************
National Science Foundation
CFDA: 47.050
Grant No: 2019234 (AGS)
**************************************************
VENDOR: K012670 Keo Scientific Ltd

Requisition Total: 374,526.25
**Requestor:** Connie S Carter / Helena Buurman  
**Phone Number:** 907 474-6643  
**Organization:** FC GI WATC Science  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Delivery Dt:** 09/30/20

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Yearly maintenance contract for IS52GB Diego Garcia Infrasound Array

POP: 10/01/19 - 09/30/20

Per attached email dated 10/08/19:
SERVICES, NON-PERSONAL: FURNISH TO THE UNIVERSITY OF ALASKA FAIRBANKS, GEOPHYSICAL INSTITUTE. MAINTENANCE OF IS52 INFRASOUND STATION INCLUDING ALL ITEMS AND SERVICES AS LISTED IN THE ATTACHED SCOPE OF WORK.

PERIOD OF PERFORMANCE:  
OCTOBER 01, 2019 THROUGH SEPTEMBER 30, 2020

**Requisition Total:** CONTINUED

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THIS IS A FIRM FIXED FEE CONTRACT AT $3643.25 PER MONTH FOR 12 MONTHS.

THIS ORDER SHALL NOT EXCEED $43,719.00 WITHOUT THE PRIOR AUTHORIZATION, VIA WRITTEN CHANGE ORDER TO THIS CONTRACT, BY THE CONTRACTING OFFICER DESIGNATED ABOVE.

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

**********************************************************
### Requisition Information

**Requestor:** Connie S Carter / Helena Buurman  
**Organization:** FC GI WATC Science  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 09/30/20

### Item Details

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| CTBO PREPATORY COMMISSION  
CONTRACT NO. 2009-1323  
VENDOR: 31211840 KER Diego Garcia LLC |           |     |            |               |

**Requisition Total:** 43,719.00
### University of Alaska Requisition

**REQ Num:** R0325864

**Page:** 1

**Requestor:** Connie S Carter / Catherine Cahill

**Organization:** FC GI Unmanned Aircraft System 15SR

**Ship To Address:** Geophysical Institute

**PO Box 757320**

**2156 Koyukuk**

**Fairbanks AK 99775-7320**

**Phone Number:** 907 474-6643

**Delivery Dt:** 02/26/21

---

**New Vendor Name:** Silvus Technologies, Inc

**Address:** 10990 Wilshire Blvd, Suite 1500

Los Angeles, CA 90024

**Contact:** Amy Chau

**Phone:** 310-479-3333

**Fax:**

**Tax ID (if known):** 20-1402290

**Email:** achau@silvustechnologies.com

---

**PARTIAL CASH PAYMENT - CHECK ENCLOSED**

**IN THE AMOUNT OF $19,267.00**

**Balance of $19,267.00 Due one (1) Week Prior to Shipment.**

**Per Attached Quote #667198000051968013**

### Item Description / Text Notes / Vendor Information

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**Item Description / Text Notes / Vendor Information:**

```markdown
New Vendor Name: Silvus Technologies, Inc

Address: 10990 Wilshire Blvd, Suite 1500

Los Angeles, CA 90024

Contact: Amy Chau

Phone: 310-479-3333

Fax:

Tax ID (if known): 20-1402290

Any other information:

Email: achau@silvustechnologies.com

PARTIAL CASH PAYMENT - CHECK ENCLOSED

IN THE AMOUNT OF $19,267.00

Balance of $19,267.00 Due one (1) Week Prior to Shipment.

Per Attached Quote #667198000051968013

#SC4410E-245-SBST## StreamCaster 4410

4x4 MIMO radio, 1 Watt, 2400-2500MHz, standard
```

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**31262903**

**W9 On File**

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</tr>
<tr>
<td>10</td>
<td>QUOTED Freight/Shipping/Handling, Pre-Pay and</td>
<td>90.00</td>
<td>FRT</td>
<td>1.0000</td>
<td>90.00</td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>Add to FOB Destination (Fairbanks, Alaska).</td>
<td></td>
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Requisition Total: CONTINUED
**University of Alaska Requisition**

**REQ Num:** R0325864

**Requestor:** Connie S Carter / Catherine Cahill  
**Organization:** FC GI Unmanned Aircraft System 15SR

**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320

**Phone Number:** 907 474-6643  
**Delivery Dt:** 02/26/21

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<th>Extended Cost</th>
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**Requisition Total:** 38,534.00
**CONFIRMING ORDER - DO NOT DUPLICATE**

THIS ORDER WAS PLACED WITH PLANCK AEROSYSTEMS
BY EMAIL ON

VENDOR EMAIL: gaemus@planckaero.com

SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.

Per attached quote and statement of work
Dated 03/20/2020

---

<table>
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<th>Item Description / Text Notes / Vendor Information</th>
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<th>UOM</th>
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Requisition Total: CONTINUED
Requestor: Connie Carter / Catherine Cahill
Organization: FC GI Unmanned Aircraft System 15SR
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Request Total: CONTINUED

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<td>1</td>
<td>PLANCK WHALE DETECTION PAYLOAD DEVELOPMENT</td>
<td>1.00</td>
<td>SVC</td>
<td>51,000.000</td>
<td>51,000.00</td>
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DEVELOPMENT
- Task 1: Develop System Architecture $3000
- Task 2: Build Partial Hardware Setup $1500
- Task 3: Develop Camera Communication protocol $12,000
- Task 4: Develop Telemetry Communication Protocol $18,000
- Task 5: Synchronize Images with Telemetry $6000
- Task 6: Adapt Detection Software to New Metadata Formats for Geolocation $4500
- Task 7: Develop Image Compression and Transmission Software $6000

PERIOD OF PERFORMANCE:
April 10, 2020 through December 31, 2020

This is a firm-fixed price contract not to exceed $51,000.00

CONTINUED
University of Alaska  
Requisition  

Requisition Total: 51,000.00

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<td>$51,000 without prior approval via written modification by the UAF procurement official designated above.</td>
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<td></td>
<td>VENDOR: 31241125 Planck Aerosystems Inc</td>
</tr>
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Requestor: Connie Carter / Catherine Cahill  
Organization: FC GI Unmanned Aircraft System 15SR  
Ship To Address: Geophysical Institute PO Box 757320 2156 Koyukuk Fairbanks AK 99775-7320  

Phone Number: 907 474-6643  
Delivery Dt: 12/31/20
University of Alaska
Requisition

REQ Num: R0324891

Page: 1

Requestor: Connie S Carter / Suzy Nicolai
Organization: Geophysical Institute
Ship To Address: Geophysical Institute
PO Box 757302
2156 Koyukuk
Fairbanks AK 99775-7320

Phone Number: 907 474-6643
Delivery Dt: 09/29/22

08-SEP-2020 09:42:06 AM
University of Alaska
Requisition

REQ Num: R0324891

Page: 2

Requestor: Connie S Carter / Suzy Nicolai
Organization: FC GI ASF Infrastructure
Ship To Address: Geophysical Institute
PO Box 757320
2156 Koyukuk
Fairbanks AK 99775-7320

Phone Number: 907 474-6643
Delivery Dt: 09/29/22

Requisition Total: CONTINUED

Item Description / Text Notes / Vendor Information

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<tr>
<td></td>
<td>no onsite labor; customer replace CRU and FRU;</td>
</tr>
<tr>
<td></td>
<td>parts onsite NBD; SW support separate; annual</td>
</tr>
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Period of Performance:
February 16, 2021 through September 29, 2022
(EOSL)

SUP-BSPO-1 Order #123600
Basic parts only support; customer self-
maintenance; storage systems, storage servers,
disk drives and accessories; 7x24 remote support;
no onsite labor; customer replace CRU and FRU;
parts onsite NBD; SW support separate; annual.

Period of Performance:
August 06, 2020 through September 29, 2022

This Purchase Order is funded by an external
agency grant or contract containing restrictive
billing provisions. Therefore, invoice(s) for
supplies, equipment, or services must be submitted
within forty-five (45) days AFTER the delivery

08-SEP-2020 09:42:07 AM
**University of Alaska**  
**Requisition**  

**REQ Num:** R0324891  
**Page:** 3

**Requestor:** Connie S Carter / Suzy Nicolai  
**Organization:** FC GI ASF Infrastructure  
**Ship To Address:** Geophysical Institute  
PO Box 757320  
2156 Koyukuk  
Fairbanks AK 99775-7320  
**Phone Number:** 907 474-6643  
**Delivery Dt:** 09/29/22

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**Requisition Total:** 101,729.28

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<tbody>
<tr>
<td></td>
<td>date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.</td>
<td></td>
<td></td>
<td></td>
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</table>
|      | National Aeronautics & Space Admin  
CFDA: 43.001  
Contract No: 80GSFC18C0138  
VENDOR: D014004 DataDirect Networks Inc |          |     |            |               |

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08-SEP-2020 09:42:07 AM
**Requisition Total:** CONTINUED

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<tbody>
<tr>
<td>1</td>
<td><strong>IFS-5313-A-LP Infrasound Sensors per attached quote #20190911.002</strong></td>
<td>26.00</td>
<td>EA</td>
<td>5,000.0000</td>
<td>130,000.00</td>
</tr>
<tr>
<td></td>
<td>Seismically decoupled infrasound sensor with IMS frequency response and low power electronics, fitted with a four pour US garden hose shroud. <strong>VENDOR:</strong> H111403 Hyperion Technology Group Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Estimated Freight/Shipping/Handling, PrePay and Add to F.O.B. Destination (Fairbanks, Alaska). <strong>VENDOR:</strong> PREPAY SHIPPING CHARGES AND ADD TO INVOICE. A COPY OF THE FREIGHT BILL MUST ACCOMPANY THE INVOICE FOR PAYMENT IF FREIGHT IS</td>
<td>750.00</td>
<td>FRT</td>
<td>1.0000</td>
<td>750.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** 130,000.00 + 750.00 = 130,750.00
$500 OR MORE.

This Purchase Order is funded by an external agency grant or contract containing restrictive billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

*******************************************************************************
Defense Threat Reduction Agency - DOD Contract
Contract: HDTRA1-17-C-0031
*******************************************************************************

VENDOR: H111403 Hyperion Technology Group In

Requisition Total: 130,750.00
**University of Alaska**

**Requisition**

**REQ Num:** R0325192

**Page:** 1

**Requestor:** Connie S Carter / Natalia Ruppert

**Organization:** FC GI OPS Restricted FieldSite Actv

**Ship To Address:** Geophysical Institute

PO Box 757320

2156 Koyukuk

Fairbanks AK 99775-7320

**Phone Number:** 907 474-6643

**Delivery Dt:** 10/23/20

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**Requisition Total:** CONTINUED

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<tbody>
<tr>
<td>1</td>
<td>#PVX-1040T## Concorde Sun Xtender Battery</td>
<td>110.00</td>
<td>EA</td>
<td>281.6100</td>
<td>30,977.10</td>
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</table>

SHIPPING FOB DESTINATION (FAIRBANKS, ALASKA) IS INCLUDED IN RATE. NO ADDITIONAL CHARGES FOR FREIGHT IS ALLOWED.

This Purchase Order is funded by an external agency grant or contract containing restrictive

---

**01-OCT-2020 09:48:55 AM**
billing provisions. Therefore, invoice(s) for supplies, equipment, or services must be submitted within forty-five (45) days AFTER the delivery date listed on this purchase order to be considered for payment. Failure to submit invoice(s) in a timely manner may result in non-payment due to the funding agency's billing restrictions, in which case UAF shall not be liable for payment.

**************************************************
US Geological Survey
CFDA: 15.808
Cooperative Agreement: G20AC000001
**************************************************
VENDOR: 30988852 Copperstate Battery Inc

Requisition Total: 30,977.10
**University of Alaska**

**Requisition**

**REQ Num:** R0325

**Requestor:** [Redacted]

**Organization:** [Redacted]

**Ship To Address:**
- UAF
- PO Box 757270
- WRRB 212
- Fairbanks AK 99775-7270

**Phone Number:** 907 45 [Redacted]

**Delivery Dt:** 12/22/20

**Item** | **Item Description / Text Notes / Vendor Information** | **Quantity** | **UOM** | **Unit Price** | **Extended Cost**
--- | --- | --- | --- | --- | ---
1 | 25% of Saul Ewing services, approved by [Redacted] Director [Redacted]. | 1.00 | SVC | 1,155.0000 | 1,155.00

**VENDOR:** 31202691 University of the Sciences i Philadelp

**Requisition Total:** 1,155.00

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<th>Fund-Org-Acc-Prog Code</th>
<th>Accounting Rec Amount</th>
<th>Grant Code</th>
<th>Grant Sponsor ID</th>
<th>Type</th>
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<td>103010-66105-3016-3860GZ</td>
<td>$1,155.00</td>
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**INVOICE**

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<th>Date</th>
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<td>11/20/2020</td>
<td>CIV-00000617</td>
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<th>Payment Terms</th>
<th>Due Date</th>
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<td>Net 30</td>
<td>12/20/2020</td>
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Bill To:
University of Alaska Fairbanks  
505 South Chandalar Drive  
Fairbanks, AK 99775  
United States of America

Remit To:
University of the Sciences in Philadelphia  
600 South 43rd Street  
Philadelphia, PA 19104-4495  
United States of America

Description: Saul Ewing Invoice # 25790769

<table>
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<th>Quantity</th>
<th>Sales Item</th>
<th>Item Description</th>
<th>Price Each</th>
<th>Amount</th>
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<td>Saul Ewing Invoice # 25790769</td>
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<td>1,155.00</td>
<td>1,155.00</td>
</tr>
</tbody>
</table>

Net Amount: 1,155.00  
Tax: 0.00  
Total Invoice Amount: USD 1,155.00
UAF PROCUREMENT & CONTRACT SERVICES
UNAUTHORIZED PURCHASE APPROVAL FORM

TO: John Hebard, Director
UAF Procurement & Contract Services

THRU: {

DocuSign by:
[Signature]
November 24, 2020

Dean/Director

FROM: {

DocuSign by:
[Signature]
November 24, 2020

Responsible Party

SUBJECT: Approval of Unauthorized Purchase – PR No. [Redacted]

VENDOR: University of the Sciences in Philadelphia AMOUNT: $1,155.00

Responsible Party: Please explain circumstances which resulted in unauthorized purchase. Attach additional documentation, if necessary:

This expense was not approved in advance due to the very long term nature and unpredictability of patent costs, especially when they're incurred at another's direction. This cost is incurred pursuant to the attached interinstitutional agreement that was signed in June 2017 - two Directors prior to [Redacted] current Director. Patent prosecution usually occurs 18-36 months after a patent application is filed. And, in nearly all cases, the owners reconsider at that time whether they want to continue pursuing the patent / paying for prosecution.

INSTRUCTIONS:
1. Complete form with explanation of reasons for unauthorized purchase and obtain required signatures.
2. Enter Purchase Requisition into Banner.
3. Forward form and related backup to UAF P&CS for review and approval.
4. Completed form must be received by P&CS before unauthorized purchase can be approved.
This model document is the work product of a coalition of technology transfer professionals, university general counsel and outside counsel. This document is intended to serve as a starting point, and should be tailored to meet your specific requirements. This document should not be construed as legal advice for any particular facts or circumstances.

MODEL INTER-INSTITUTIONAL AGREEMENT (ANNOTATED)
This model document is the work product of a coalition of technology transfer professionals, university general counsel and outside counsel. This document is intended to serve as a starting point, and should be tailored to meet your specific requirements. This document should not be construed as legal advice for any particular facts or circumstances.

INTRODUCTION

The Model Inter-Institutional Agreement (Model IIA) was developed by a diverse group of U.S. research institutions to create a template as a common starting point for IIA negotiations. It is intended to supplement, not replace, the existing body of IIA templates, although some institutions may choose to use it as their standard template agreement.

The Model IIA has been endorsed by more than __ research institutions. By endorsing the Model IIA, research institutions express their commitment to use the Model IIA as a starting point for negotiations of an Inter-Institutional Agreement for the management of jointly-owned patents if requested by another endorsing institution. For more information, see www.modeliia.org.

The footnotes in this annotated version of the Model IIA provide an explanation of many of the provisions, as well as suggestions for the customization of some provisions if desired by the parties. A version of the Model IIA without annotations is available at www.modeliia.org. To use the Model IIA, the parties only need to do the following:

- complete the table at the beginning of the document with the identity of the parties and other transaction-specific terms (Part 1),
- customize the signature blocks at the end of Part 2, and
- include Exhibit A furnished by the non-lead institution (its requirements for a license agreement). Each institution using the Model IIA is encouraged to customize the sample Exhibit A provided or create its own Exhibit A to reflect its specific license agreement requirements and institutional policies.

If the parties wish to customize any of the standard terms and conditions (Part 2), they are encouraged to indicate which sections have been changed in the “Changes in General Terms” section of Part 1 and exchange redlines to show the changes. The Model IIA only covers the joint management of patent rights. It does not encompass know how or technology rights, software, materials or other forms of intellectual property. The Model IIA requires customization to accommodate anything beyond patent rights.

The Model IIA can be used for any number of patent co-owners by adding additional co-owners as “Other Institutions” to the table in Part 1 and inserting signature blocks for the additional owners. When there are three or more co-owners, parties may wish to consider whether it would be appropriate for certain rights of the Other Institutions to be exercised by the Other Institutions in concert, and the parties should carefully consider the operational aspects of the designated consequences of a party withdrawing from paying its share of patent expenses (see Part 1 and Section 2.3).

The preparation and upkeep of the Model IIA is an open process managed by a task force of volunteers. Current members of the task force can be found at www.modeliia.org. New volunteers are always welcome.

Last updated October 21, 2015
INTER-INSTITUTIONAL AGREEMENT

This Inter-Institutional Agreement ("Agreement") is made and entered into as of the Effective Date set forth below between the Lead Institution and Other Institution(s) identified below (together, the "Parties"). This Agreement consists of: Part 1 ("Transaction Terms") which identifies the Parties, the patent rights subject to this Agreement, the economic arrangements between the Parties, and other transaction-specific terms; Part 2 ("General Terms") which contains the general terms and conditions; and Exhibit A which includes terms to be included in any license of the patent rights subject to this Agreement.

The Parties hereby agree as follows:

Part 1 – Transaction Terms

<table>
<thead>
<tr>
<th>Lead Institution</th>
<th>Other Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of the Sciences in Philadelphia</td>
<td>University of Alaska Fairbanks</td>
</tr>
<tr>
<td>Office of Technology Management</td>
<td></td>
</tr>
<tr>
<td>600 S. 43rd Street</td>
<td></td>
</tr>
<tr>
<td>Philadelphia, PA 19104</td>
<td></td>
</tr>
<tr>
<td>Attn: Jean-Francois Jasmin</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:j.jasmin@uscience.edu">j.jasmin@uscience.edu</a>^1</td>
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<th>Title</th>
<th>Inventors (including employer at time of invention)</th>
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<td>May 4, 2017</td>
<td>Internal Reference No.</td>
<td>PCT/US2017/02271; filed on 3/14/2017</td>
<td>Chair and Professor, Department of Pharmaceutical Sciences</td>
<td>(USciences)</td>
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^1 Note that the address listed in the Transaction Terms is used for notice under Section 7. If an email address is included, delivery to that email address will be considered valid notice and, accordingly, use of a permanent email address is recommended.

Model IIA final 10.21.2015
<table>
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<th>Institution</th>
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<td>PCT/US2017/022271; filed on 3/14/2017</td>
<td>Graduate Student</td>
<td>USciences: 33.3%</td>
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<tr>
<td>UAF 367-15</td>
<td>PCT/US2017/022271; filed on 3/14/2017</td>
<td>Professor</td>
<td>UAF: 33.3%</td>
</tr>
<tr>
<td>UAF 367-15</td>
<td>PCT/US2017/022271; filed on 3/14/2017</td>
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<td>UAF: 33.3%</td>
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<tr>
<td>GLE-17-033</td>
<td>PCT/US2017/022271; filed on 3/14/2017</td>
<td>Glennon (VCU)</td>
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</tr>
</tbody>
</table>

### Share of Net Consideration
- USciences: 33.3%
- UAF: 33.3%
- VCU: 33.3%

### Share of Patent Expenses
- USciences: 33.3%
- UAF: 33.3%
- VCU: 33.3%

### Patent Expense Notice Level
- [Insert threshold (e.g., $5,000/calendar year) to trigger advance notice requirement or state “None.” If Lead Institution is paying 100% of Patent Costs, state “Not applicable”]
  - $5,000/calendar year

### Consequences of Withdrawal
- Reduce Withdrawing Party’s Share of Net Consideration to 10%

### Past Patent Expenses
- USciences: $3,780
- UAF: $0
- VCU: $0

### Administration Fee
- 15% with a cap of $5,000

### Third-Party Interests
- This invention was made with government support under grant numbers 1R01NS066059, 5P20RR016466, and P20GM103395 awarded by the National Institutes of Health. The government has certain rights in the invention.

### Governing Law
- None

### Changes in General Terms
- No changes

---

2 See footnote 19.
3 See footnote 9.
4 See footnote 5.
## Requisition

**University of Alaska**

**Requisition**

**REQ Num:** R0325

**Page:** 1

**Requestor:** [Redacted]

**Organization:** [Redacted]

**Ship To Address:**
- UAF [Redacted]
- PO Box 757270
- WRRB 212
- Fairbanks AK 99775-7270

**Phone Number:** 907 45 [Redacted]

**Delivery Dt:** 12/2 [Redacted]

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<th>Unit Price</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25% of Saul Ewing services, approved by Director [Redacted].</td>
<td>1.00</td>
<td>SVC</td>
<td>1,155.0000</td>
<td>1,155.00</td>
</tr>
</tbody>
</table>

**VENDOR:** 31202691 University of the Sciences i Philadelp

**Requisition Total:** 1,155.00

---

**fparqst - evi_fparqst**

23-NOV-2 [Redacted] 07:14:24 AM
UNIVERSITY OF ALASKA FAIRBANKS  
PROCUREMENT & CONTRACT SVCS  
PO BOX 757940  
FAIRBANKS AK 99775-7940  
Tel: (907) 474-7315  Fax (907) 474-7720  

**PURCHASE ORDER**  

**NO.** P0548000  
**DATE:** 12/01/2020  

"Unless otherwise superseded, vendor shall comply with University of Alaska terms and conditions of purchase order, located at [www.alaska.edu/swproc/downloads/terms.pdf](http://www.alaska.edu/swproc/downloads/terms.pdf)"

**Vendor ID No:** 31202691  
**TO:** UNIVERSITY OF THE SCIENCES IN PHILADELPHIA  
600 SOUTH 43RD STREET  
PHILADELPHIA PA 19104-4495  

Procurement Officer  
Date  
PURCHASE AUTHORIZED ONLY WHEN SIGNED ABOVE BY THE AUTHORIZED AGENT.

**SHIP VIA**  
Not Applicable  
**F.O.B. TERMS**  
Not Applicable  
**TERMS**  
Cash  
**TIN #** 82-6000147  
Tax Exempt No A-125217  

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CASH PAYMENT - CHECK ENCLOSED IN THE AMOUNT OF $1,155</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>REIMBURSEMENT: FOR PATENT EXPENSES IN ACCORDANCE WITH THE INTER-INSTITUTIONAL AGREEMENT FOR UAF PATENTS UAF 367-15 PTC/US2017/02 2271 FILED ON 3/14/2017, SIGNED BY OIPC DIRECTOR BILLINGSLER JUNE 1, 2017. PER ATTACHED INVOICE NO. CIV-00000617 DATED 11/20/2020</td>
<td>SVC</td>
<td>1,155.00</td>
<td>1,155.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**  
1,155.00
Backup Checklists:

Air/Marine Charter

Equipment and Commodities

Services
Purchasing Air & Marine Charters Checklist  
Procurement & Contract Services  
University of Alaska Fairbanks

Air Charter – Department must provide:

1. **Itinerary / Scope of Work - Information should include:**
   - Departure and arrival locations, whether round trip or one-way flight
   - What time is departure and arrival?
   - Type of Aircraft (i.e. Model/type, helicopter, fixed-wing, etc.)
   - Type of work or project to be performed

2. **Period of Performance:**
   - Provide dates for each flight, or time period flights will occur (from what date to what date)

3. **Rate:**
   - Is rate a firm-fixed “quoted” price for the flights, or an estimate based on number of flight hours x rate?
   - Rate can be per flight hour, all inclusive of fuel (wet)
   - Rate can be per flight hour, fuel paid separately (dry)
   - If fuel separate, break out on separate line (30 gal x $6.00/gal = $180)
   - It is best to get a printed quote or estimate from the intended vendor

4. **Other required information / documentation:**
   - Current Certificate of Insurance naming UAF as an additional insured (procurement responsibility)
   - UAF personnel CANNOT fly on carrier until Certificate is in hand
   - Justification for vendor selection will be needed if charter/project is over $10,000
   - Passenger list - UAF & Non-UAF personnel (If Non-UAF personnel, are they other researchers or volunteers)

Marine Charter – Department must provide:

1. **Itinerary / Scope of Work - Information should include:**
   - Departure and arrival locations
   - Type of vessel (Length, sleep#, small/large, ocean/river)
   - Type of work or project to be performed

2. **Period of Performance**
   - Provide dates for each sailing, or time period of voyage (from what date to what date)

3. **Rate:**
   - Does rate include fuel (wet) or is fuel purchase separately (dry)?
   - Fuel estimate if separate
   - Additional costs (food, equipment, etc.)
   - It is best to get a printed quote or estimate from the intended vendor

4. **Other required information / documentation:**
   - Current Certificate of Insurance naming UAF as additional insured
   - Current operator’s license (there are several types, such as Master’s (operators) license USGC)
   - Certificate of Inspection (although smaller vessels that carry less than 6 passengers may be different)
   - Vessel must be registered
   - Justification for vendor selection will be needed if charter/project is over $10,000
   - Passenger list - UAF & Non-UAF personnel (If Non-UAF personnel, are they other researchers or volunteers)
   - "Special Provisions for Marine Chartered Vessels” will be provided to the charter operator with purchase order

As always, don’t hesitate to contact me if you have any questions.
Terry Rahlfs, Contracting Officer
474-6471 / tlrahlfs@alaska.edu
Purchasing Equipment and Commodities over $10,000 checklist
Procurement & Contract Services
University of Alaska Fairbanks

✔ All commodities, instrument or equipment acquisitions usually fit into one of three categories:

___1a. Specifications: PI is open to obtaining quotations from several vendors for an item that will fulfill their requirements. Include all salient characteristics and technical specifications and/or ranges of the item(s) to meet the requirement of the project. (e.g. Item must be no taller than 52”, weigh between 15-17 lbs, and be able to lift at least 100 lbs. two feet vertically).

___1b. Brand name or equal: The use of a “brand name or equal” purchase description is intended to describe the standard of quality, performance and a characteristic desired, and is not intended to exclude substantially equivalent products. An item shall be considered to be ‘equal’ when the University can reasonably anticipate similar quality, capacity, durability, performance, utility and productivity as provided by the specified 'equal' product. This would be competed for best price.

___1c. Restricted Specification: When the PI requires a particular brand name or manufacturer for Academic Application in the Classroom or Sponsored Research, they must use the Restricted Specification Form (RSF) for purchases over $10,000. This form allows a PI to select a particular “brand name”, and that is what will be purchased. Note: This is not to restrict the purchase to a particular “vendor”, as the brand name may be available from several vendors or distributors. Ensure the RSF is filled out completely, signed and dated by the PI. This form should not be used to circumvent competition or speed the process. If item is not for classroom use or research, but PI has justification for a sole source, forward a memo outlining reasons for limiting competition.

✔ Essential Back-up Information – to be provided by the department

___2. Quotation: A quote with price information from the vendor should be supplied by the department. Acceptable quotes include: quote on vendor letterhead, a page printed from an internet website, or an email quote. If the vendor’s representative’s name and email is not on the quotation, please provide this information especially for a RUSH order.

✔ The REQ document (not the department internal requisition form) must include the following necessary information:

___3a. REQ-Line Items: Enter separate line items for each piece of equipment. Do not lump entire purchase together. Enter Shipping and Handling as a separate line item on the REQ, if quoted.

___3b. REQ-Delivery Date: Enter realistic date of when product must arrive. If the item MUST be delivered by a specific date, note this in the document text the delivery requirements.

___3c. REQ-Document Text: Enter information such as New Vendor (use modifier); vendor/rep contact information such as name, fax number, email address; different shipping address; Cash Pay, Partial Cash Pay or Wire Transfer (must include invoice); Special Terms or Conditions (e.g. vendor must have 50% prepayment, item must be ordered on Mon/Tue and be cold shipped to arrive on Wed/Thu only, etc.).

✔ Additional information to consider

___4. W9 Form: If new vendor, department is to obtain company’s W9 and forward with the backup.

___5. Unauthorized Purchase: If item on REQ was acquired without a PO, an Unauthorized Purchase Approval form must be sent. http://www.uaf.edu/files/purch/ua_form.pdf

___6. Intellectual Property: Are patents or copyrights involved? (Red flag: Vendor is manufacturing an item using our specifications)

✔ Have a question? Contact:
Terry Rahlfs
Procurement & Contract Services
474-6471 / tralhfs@alaska.edu
Purchasing Services Checklist
Procurement & Contract Services
University of Alaska Fairbanks

✓ Essential Information – to be provided by the department

1. Scope of Work (SOW): Describe the work that is to be performed, and specifically identify the significant components. Where is the work to be performed (US or foreign)? The SOW doesn’t have to be long, but it should clearly describe the work (see next page). Note: A proposed scope of work from the contractor does not necessarily constitute the SOW. It is the department’s responsibility to specify the service requirements.

2. Period of Performance: What is the expected life of the contract; the beginning date and end date? If work has already begun, you must provide an Unauthorized Purchase Approval Form. (See link: http://www.uaf.edu/files/purch/ua_form.pdf)

3. Type of Contract: Is the contract Firm-fixed price or a cost-reimbursable contract? Combo (fee may be fixed, but includes reimbursements, such as travel, supplies, etc.)? NTE (Not to Exceed)? If any travel is involved, those costs should be included in the REQ, not handled separately on a different REQ or through a Travel Card or T/A (Travel Authorization).

4. Rates: Rate can be hourly, daily, weekly, or monthly. The rate should “roll up” to the total dollar value of the contract. Are we paying monthly or lump sum at the end of the contract?

5. Deliverables/Vendor Responsibilities/Milestones: What is the product to be provided (e.g. a report, memorandum, electronically)? When will the product be delivered (on a schedule?), and to whom and what address (physical/email). How will you determine that the work is complete (e.g., percent complete?) Are there performance standards? Delivery date on the REQ would be either the last day of service or date deliverables are due.

6. Vendor Justification: If the service is over $5,000, what is the reason(s) a particular vendor/service provider is selected? If the project is for Research, a Restricted Specification Form should be completed.

7. Intellectual Property Issues: Are there confidentiality agreements, patent and/or trademark rights issues, or potential violations of patents and/or trademarks?

8. Special Terms and Conditions: if applicable, such as travel, prepayment of fee, security clearance, etc.

9. Independent Contractor Form: If a vendor is new, sole proprietor and/or not incorporated, likely they will need to complete an ICF. Vendor completes first half, department completes the second half. Must ask if vendor has employees-AK law may require Workman’s Compensation Insurance.

Have a question? Contact:
Terry Rahlfs
Procurement & Contract Services
474-6471 / tlrahlfs@alaska.edu
What makes a good Statement of Work (SOW)?

What is a SOW?

A Statement of Work describes the work to be performed and includes a timeframe necessary for the completion of the work. A well written SOW allows the vendor or contractor to provide a detailed response, with a realistic cost estimate. The goal is to allow the other party to understand what is expected of them and what should be included in the finished product.

Elements of a SOW

A good Statement of Work should include the following elements:

- A detailed description of the work to be performed
  - Clearly state what you want the contractor to achieve and deliver.
  - Will travel be required to complete the work?
  - Is there a specific number of times something needs to be done" (i.e. interview 10 subjects)
- Period of Performance - When do you want this work to start and end?
- The rate (or rates) should be clearly defined, or reimbursements estimated.
- The contract type is either a firm-fixed price or a reimbursement, or can be a combination (i.e. $25 per hour for labor + travel reimbursement)
- Deliverables
  - Include a timeline of major deliverable due dates
    - Fixed dates
    - Flexible dates (i.e. Two weeks after some event occurs)
  - Include milestones as necessary so that the work can be monitored to ensure that you are getting what you need and the quality of the work is as expected.
- Special requirements
  - Travel
  - Security Clearance required
  - Special skills or knowledge
  - Resources

Remember to include

- Specific language
  - Don’t leave room for interpretation
  - Use language everyone can understand
- A definition of completion
  - If a final product is submitted, what constitutes acceptance?
- Payment terms
  - Tie to milestones - payment can be tied to acceptance of the product?
  - Based on monthly invoices?
  - Lump sum at the end of the project?
Types of backup

Vendor Quote
Scope of work
Vendor contact info
Restricted Specification Form
Relevant correspondence
Certificate of Insurance
Independent Contractor Status Determination form
Air or Boat Charter Specific Docs
Unauthorized Memo
Vendor invoice
Departmental Requisition Form
Subaward forms
Vendor contract
Short Form Contract for Guest Speakers of Performers Honorarium Letter
Honorarium request form
Vendor proposal
Grant Proposal pages
Delegation of signature authority