RSA Information from the Strategy, Planning, and Budget Office

Reimbursable Service Agreements (RSA)

An RSA is a contractual agreement between state entities (agencies, appropriations, allocations) for reimbursement of services performed. An RSA may be used to finance the provision of a service if:

1. The agency that requires the service has, by law, the authority to obtain or provide the service and has an appropriation that may be used for that purpose; and
2. The agency that provides the service bills the agency administering the available funds based on:
   a) The actual cost to provide the service; or
   b) A cost allocation method approved by the office.

For simplified preparation, you can use the auto-populating form linked from our website and found here (https://uaf.edu/finserv/finance-accounting/forms/index.php#rsa). The fields in the Printable RSA form are completed based on information entered on the Entry Form tab. The completed form is able to be printed to pdf and routed via docusign. Review requirements and signature authority vary by campus. General information and local contact information is available on the Hints and Routing tab. This form is maintained by University of Alaska Fairbanks Office of Finance and Accounting Department of Budget & Cost Records (uaf-budget@alaska.edu).

The following details provide information for reviewing the auto-populated RSA or manually completing the form. For manual completion, the current version of the form is also available here (https://omb.alaska.gov/forms-and-manuals/#rsa).

RSA form, Budget Structure Information:

The budgeting and accounting information for the requesting (buyer) and servicing (seller) agencies must be completed, using the Budget Structure for the current FY.

1. Agency
2. Results Delivery Unit (RDU)
3. Component
4. "ADN" (Agency Document Number) is a ten digit number unique to each RSA. The department number is the first two digits (45 = UA's department number with the State of Alaska), the fiscal year is the next four digits, and the last four digits are up to the agency's discretion (example: 45-2016-0001). Each MAU Budget Office assigns a number from within a series for their annual RSA log so as to not conflict with the other MAUs. UAA series 0000, UAS series 0400 and UAF/SO series 0700.
5. "Financial coding to be charged", use UA's internal coding. Fund, unit (org code), program (code).
6. Appropriation Cite (Citation for RSA's) – Not needed for UA internal RSAs.

State of Alaska ***Reimbursable Services Agreement*** **ORIGINAL** **AMENDMENT #**

Payment Process

Reimbursement Output = Internal Sale — **Internal Exchange Trans (IET)**

Reimbursement Output = None/Reimbursement Frequency = None — **Internal Trans Agreement (ITA)** — **Other**

Requesting Agency (Buyer) 1	**Results Delivery Unit (RDU)/APGRP** 2	**Component/APTYP** 3	**ADN #** 4
Servicing Agency (Seller) 1	**Results Delivery Unit (RDU)/APGRP** 2	**Component/APTYP** 3	**ADN #** 4

I. Project or program title:

II. The servicing agency (seller) agrees to provide the requesting agency (buyer) with the following service(s):
(Answer who, what, where, when, why and how cost estimates are derived. Use attachment if necessary.)

Buyer Program Contact/Phone: Seller Program Contact/Phone:

III. Terms and mechanics of reimbursement: **Buyer Customer #:** Select

- Payment upon approval (ITA) — Reimbursement Frequency: None
- Payment upon receipt of IET — Reimbursement Frequency: Select
- Pymt upon completion of svcs (ITA or IET) — Reimbursement Frequency: Select
- Detail backup required for billings (Specify)
- Other (Specify)

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Commencement date	Completion date	Billing Email Address:	Phone #

IV. Servicing Agency (Seller) cost based on:
- Itemized costs of service(s) provided
- Cost allocation schedule (description of allocation methodology must be attached)

V. Schedule of maximum costs to be incurred by the Servicing Agency (Seller):

	Original Agreement	Previous Amendment(s)	This Amendment	Total
Personal Services	$	$	$	$ 0.00
Travel	$	$	$	$ 0.00
Services	$	$	$	$ 0.00
Commodities	$	$	$	$ 0.00
Capital Outlay	$	$	$	$ 0.00
Grants and Benefits	$	$	$	$ 0.00
Other				0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Seller Agency may not change line items without approval of Buyer Agency

VI. Budgeting and Accounting Information :

Requesting Agency (Buyer) Authorization — Capital — Operating

Financial coding to be charged

Buyer Dept - **APPR** **Fund** 5 **Unit** 5 **Program** 5 **PPC/Phase (Select)**

Template **BFY** **Other (Select)** **Other (Select)** **Other (Select)** **Exp Obj**

Open Item Trans Code and ID# *(Format: Sec Ch SLA Pg Ln OR RPL # XX-X-XXXX)*

Federal funds No — Yes, Amount **Appropriation Cite** 6

Federal Pass Through: Yes — No **Appropriation Cite**

Federal Agency/Program/ALN/Grant/Contract No. **Date funds lapse**

Servicing Agency (Seller) Authorization **Seller Vendor #** Select

Is this agreement using budgeted authorization? No — Yes

BFY	**APPR**	**Fund** 5	**Unit** 5	**Rev**	**Program** 5	**PPC/Phase (Select)**	**Other (Select)**
BFY	**APPR**	**Fund**	**Unit**	**Rev**	**Program**	**PPC/Phase (Select)**	**Other (Select)**

VII: Approvals & Certification: The buyer agency and seller agency agree to the terms and conditions above. In addition, the buyer agency certifies that sufficient funds are encumbered to pay this obligation or that there is sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be take up to and including dismissal.

Requesting Agency (Buyer) Authorized Signature	**Printed Name**	**Date**
Servicing Agency (Seller) Authorized Signature	**Printed Name**	**Date**
Requesting (Buyer) ASD Authorized Signature	**Printed Name**	**Date**

University of Alaska FY2027 Budget Structure (Use only these constructs for reimbursable service agreements)				6 Citation for RSA's
Servicing or Requesting Agency 1	RDU(BRU) 2	Component* 3		Section VI. Used when we are Requesting Agency
University of Alaska	UA System Office (Statewide Svc.)	Systemwide (Statewide) Services		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 12
University of Alaska	UA System Office (Statewide Svc.)	Office of Information Technology		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 16
University of Alaska	University of Alaska Anchorage	Anchorage Campus		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 18
University of Alaska	University of Alaska Anchorage	Small Business Development Center		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 22
University of Alaska	University of Alaska Anchorage	Kenai Peninsula College		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 24
University of Alaska	University of Alaska Anchorage	Kodiak College		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 28
University of Alaska	University of Alaska Anchorage	Matanuska-Susitna College		Sec 1 Chap 34 SLA 2026, Pg 43, Ln 32
University of Alaska	University of Alaska Anchorage	Prince William Sound College		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 5
University of Alaska	University of Alaska Fairbanks	Bristol Bay Campus		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 19
University of Alaska	University of Alaska Fairbanks	Chukchi Campus		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 23
University of Alaska	University of Alaska Fairbanks	College of Indigenous Studies		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 14
University of Alaska	University of Alaska Fairbanks	Troth Yeddha' Campus (Fairbanks)		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 10
University of Alaska	University of Alaska Fairbanks	Kuskokwim Campus		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 27
University of Alaska	University of Alaska Fairbanks	Northwest Campus		Sec 1 Chap 34 SLA 2026, Pg 44, Ln 31
University of Alaska	University of Alaska Fairbanks	UAF Community Technical College		Sec 1 Chap 34 SLA 2026, Pg 45, Ln 4
University of Alaska	University of Alaska Southeast	Juneau Campus		Sec 1 Chap 34 SLA 2026, Pg 45, Ln 10
University of Alaska	University of Alaska Southeast	Ketchikan Campus		Sec 1 Chap 34 SLA 2026, Pg 45, Ln 14
University of Alaska	University of Alaska Southeast	Sitka Campus		Sec 1 Chap 34 SLA 2026, Pg 45, Ln 18
University of Alaska	Enterprise Entities	Education Trust of Alaska		Sec 1 Chap 34 SLA 2026, Pg 45, Ln 9

*In FY26, UA's reporting structure expanded to include separate Components for UA facility operating and maintenance activities. If you need to do an RSA for one of these Components, please contact the Strategy, Planning & Budget Office (ua-swspb@alaska.edu).

Office of Management & Budget
Revised Program Delegation of Approval Matrix

Exempt or Partially Exempt Positions	Final approval
Hiring/appointing exempt, partially exempt (includes AS 39.27.011(k)), placing in acting status, or temp exempt positions range 21 & above. -Include resume and prior incumbent salary -Acting status expires in four months -Applies to all instances where proposed salary is equivalent to a range 21 step A (N00 Base) or above -Applies to all instances where the proposed salary would exceed standard promotional rules (this applies to all positions at any range)	OMB Director and Chief of Staff
Establishing new exempt, temporary exempt, or partially exempt positions of any type (except interns): full-time, part-time, seasonal, temporary, and nonpermanent	OMB Director and Chief of Staff
Extending temporary exempt, short-term and long-term nonpermanent exempt, or partially exempt positions (temporary exempt positions may be extended up to two-years)	OMB Director
Change position location, type, or job title for exempt and partially exempt positions, except temporary exempt positions established under AS 39.25.110(9)	OMB Director
Change position location, type, job title, job class, or range for temporary exempt positions established under AS 39.25.110(9)	OMB Director
Greater than 5% cumulative salary increase for a fiscal year	OMB Director and Chief of Staff
Classified Positions	**Final approval**
Recruitment and hiring of budgeted full-time, part-time, non-permanent, and seasonal classified positions	Commissioner or their designee
Establishing new full-time, part-time, and seasonal classified positions	OMB Director
Establishing new or extending on-call, temporary/non-permanent classified positions	ASD
Other Position Actions	**Final approval**
Telework Agreements for out-of-state and international locations	OMB Director and Chief of Staff
Intern Positions – including statutorily exempt agencies under AS 39.25.110(11) and AS 39.25.110(22)	ASD
Reclassification of permanent classified positions resulting in less than three range increase	ASD
Reclassification of permanent positions resulting in three or more range increase (reclassification of non-permanent positions is not allowed)	OMB Director
Implementation or extension of all Letters of Agreement	Chief of Labor Relations, OMB Director, and Chief of Staff
Location transfers for filled positions	Director of Personnel, OMB Budget Analyst, and ASD
Location transfers for vacant positions	ASD
Position transfers between departments	OMB Budget Analyst and ASD

Office of Management & Budget
Revised Program Delegation of Approval Matrix

Budget Transfers	Final approval
Transfers to or from the personal services line. Need detailed explanation in ABS RP log comments field (for report due to Legislature)	OMB Budget Analyst
Transfers to or from all other line items	**ASD
Transfers between operating budget allocations within the same appropriation	**ASD
Transfers between operating budget appropriations	No transfers allowed
Transfers between general obligation bond appropriation allocations	OMB Director
Transfers between capital project appropriation allocations	**ASD
Transfers of expenditures between operating and capital appropriations	OMB Budget Analyst and ASD
Reimbursable Service Agreements (RSAs)	**Final approval**
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases (including unbudgeted I/A)	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date **except** for I/A increases	**ASD
Miscellaneous	**Final approval**
Change scope of capital project	OMB Director
Reorganizations or consolidations within agencies, or elimination of agencies	OMB Director
Revised Programs that require Legislative Budget and Audit Committee approval (AS 37.07.080(h))	OMB Director
Language transactions in the operating budget (e.g., language supplementals, credit card fee transactions, etc.)	OMB Operating Budget Coordinator
Job class study requests	Director of Personnel and OMB Director
Creation or increases of fees	OMB Director and Chief of Staff

*ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.*
Other approvals may not be delegated unless through a formal assignment of acting status.