



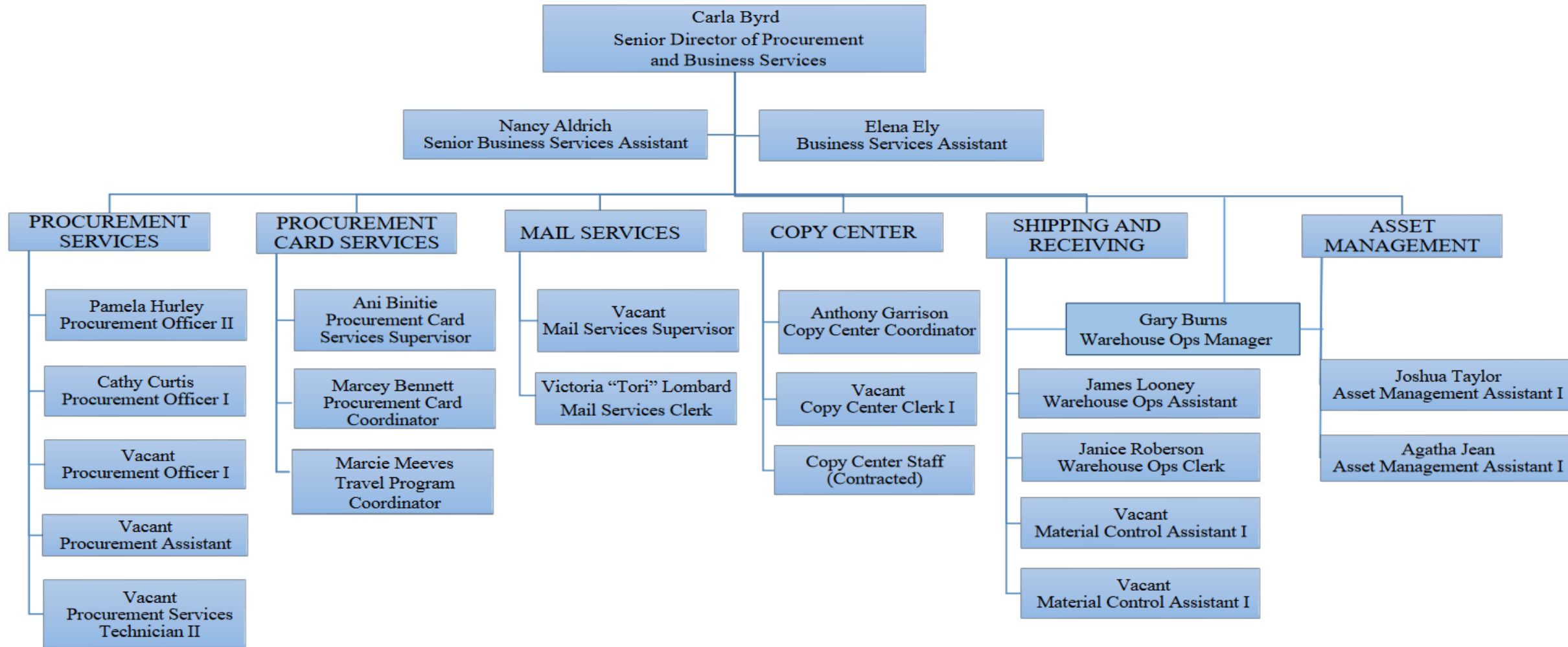
Tips and Techniques Requisitions, Purchase Orders, P-Card and Travel

Department of Procurement and Business Services

Procurement Month 2024 Training

March 18, 2024

Business Services Organization Chart



Business Services
Forms/Information Needed for Requisitions & POs

Professional Services	Amendment to a Contract/Agreement	Entertainment
Fully Executed Contract for Professional Services	Fully Executed Contract Amendment	Fully Executed Agreement
Completed Vendor Disclosure Statement	Completed Vendor Disclosure Statement	Completed Vendor Disclosure Statement
Insurance Information (Unless Waiver Received by Kevin Bennett, Risk Management)	A copy of the fully executed original contract/agreement and any subsequent amendments with all other documents.	Insurance Information (Unless Waiver Received by Kevin Bennett, Risk Management)
Completed Independent Contract Request Form (Individual or Sole Proprietors Only)		Completed Independent Contract Request Form (Individual or Sole Proprietors Only)
Completed W9 Form (US Citizen or US Based Company) Required for New Vendor or Vendor has Moved		Completed W9 Form (US Citizen or US Based Company) Required for New Vendor or Vendor has Moved
W8-BEN Form (Non-US Citizen)		W8-BEN Form (Non-US Citizen)

Forms/Information Needed for Requisitions & POs

Letter of Invitation
Letter of Invitation
Completed Independent Contractor Request Form
W9 Form (US Citizen, required for new vendors or vendors who have moved)
W8-BEN Form (Non-US Citizen)

Nancy Aldrich
256-824-6485

- Facilitates the Requisition & POs
- Professional Services, Amendments, Entertainment Agreements, Letter of Invitation

Elena Ely
256-824 6484

- Facilitates the Requisition & POs
- Professional Services, Amendments, Entertainment Agreements, Letter of Invitation

Memorandum to Dr. Lindquist on UAH Letterhead is to include the following: Organization Number to charge the contract, Brief Description of the Services to be provided, Total dollar amount paid to the vendor during the contract term or amendment.

Forms/Information Needed for Requisitions & POs

Equipment		IT
Quote NOTE: Tangible Property Form, if equipment	Equipment over \$5,000 FOAPAL needs to be 8101	Quote
Specific directions on requisition NOTE: If want check held for pickup	Equipment \$1,000.01 to \$4,999.99 FOAPAL needs to be 7469	Fully Executed Software Agreement (if software)
Completed Vendor Disclosure Statement	Equipment \$0 to \$1,000 FOAPAL needs to be 7468	Completed Vendor Disclosure Statement
Insurance Information (Unless Waiver Received by Kevin Bennett, Risk Management)	NOTE: If equipment (1 item) is < \$5,000 but shipping makes purchase over \$5,000, then, FOAPAL needs to be 8101	Insurance Information (Unless Waiver Received by Kevin Bennett, Risk Management)
Need to add the Product, Vendor's Number, Part Number, Model Number, Description of Purchase, Identify Point of Contact		Need to add the Product, Vendor's Number, Part Number, Model Number, Description of Purchase, Identify Point of Contact



Keys to Success

<p>Is the Requisition submitted with all completed and required documents, agreement/contract, quote, backups, etc.?</p>	<p>In the requisition commodities section, have you typed out all the commodity line items rather than just typing in the quote #?</p>
<p>Is the A# listed?</p>	<p>Is the manufacturer's #, CDWG #, Dell #, part #, model # included?</p>
<p>If this is a new Vendor, is the W-9 provided with the requisition?</p>	<p>Are all the lines typed, not just "see attached" or "see all other items"?</p>
<p>Is the completed Vendor Disclosure statement included for the purchase in excess of \$5,000?</p>	<p>If it is a new Vendor, is the completed W-9 included?</p>
<p>If a check will be on hold for pickup, is the email from Accounts Payable included?</p>	<p>If this is an Adobe Pro purchase, is the user-name and email address reflected as it must be to the Vendor?</p>

Keys to Success



If my requisition is to “issue check” only, did I include the invoice, and any other backup required?

If the requisition is for equipment, is the correct FOAPAL used?

\$0-\$1,000, FOAPAL is 7468

\$1,000-\$4,999.99, FOAPAL is 7469

\$5,000+, FOAPAL is 8101

If Legal Review is needed by the General Counsel’s Office, for a contract, is a completed Contract Intake Form included, along with the other required attachments?

If Insurance Review is needed by Risk Management, has this been obtained and proof of compliance included in writing?

Pamela Hurley

256-824-6675

- Facilitates the Requisition & POs
- Solicitations
- Goods, Commodities, Equipment

Cathy Curtis

256-824-6687

- Facilitates the Requisition & POs
- Technology



Keys to Success

If my requisition is to “issue check” only, did I include the invoice, and any other backup required?

If the requisition is for equipment, is the correct FOAPAL used?

\$0-\$1,000, FOAPAL is 7468

\$1,000-\$4,999.99, FOAPAL is 7469

\$5,000+, FOAPAL is 8101

Guide this Department by Subject Heading of Email

For Requisitions
(Insert Requisition Number)

- If Requisition is for a Check Request, Insert in Subject Heading, at a minimum, “Check Request” and vendor’s name.
- If Requisition is for Legal Review, Insert in Subject Heading: “Legal Review”, Vendor Name, and Type of Item being reviewed.
- If Requisition is for a “Rush”, Insert in Subject Heading: “Rush” and what is needed.

For POs and Contracts

- Refer to Requisition Information for what is to be included in Subject Heading, if it applies.
- Insert the PO Number and Contract Number in the Subject Heading.
- Insert Vendor Name in the Subject Heading.



Keys to Success

Guide this Department by Subject Heading of Email

Miscellaneous Vouchers

- Insert in Subject Heading the Recipient of the Miscellaneous Voucher and whether the Miscellaneous Voucher is a Disbursement or Reimbursement.
- Example of Subject Heading: Miscellaneous Voucher, (Mrs. Busy Bee), Reimbursement.

P-Card and Travel

- Insert in Subject Heading whether submission is a P-Card. If a “P-Card”, insert P-Card Holder’s name.
- Insert in Subject Heading whether submission is a Travel Reimbursement, insert name of Traveler.

Documentation is Key! Guide this Department by your documentation.



Keys to Success

Procurement Card (P-Card) Program

Due Dates and Checklist

Monthly Reconciliations due the 15th of the following month.

Reminders of due date sent to departments the 5th and 10th of each month.

P-Cards with outstanding reconciliations on the 16th of the following month are temporarily closed.

P-Cards with outstanding reconciliations on the 20th of the following month jeopardize all cards within the department to be temporarily closed.

Note:

Business Services' webpage provides the allowable purchases, non-allowable purchases, process for obtaining a p-card, p-card manual, etc.





Keys to Success

Travel Program

The Board of Trustees of The University of Alabama Board Rule 413, Travel Guidelines, is the official guidelines for UAH.

Copies of Board Rule 413 may be obtained from the Office of the Vice President for Finance Administration upon request or on the internet at <http://uasystem.ua.edu/board-of-trustees/board-manual/>

Travel Updates found on the Business Services' webpage.

Helpful Videos, such as the comprehensive Travel Reimbursement Training, held February 2, 2024, found on the Business Services' webpage.





Procurement Card Services Staff

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- Procurement Card Services Supervisor

Marcey Bennett
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- Procurement Card Coordinator

Marcie Meeves
256-824-1863

- Travel Program Coordinator



Business Services Organization Chart

