

**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.

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 determine 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

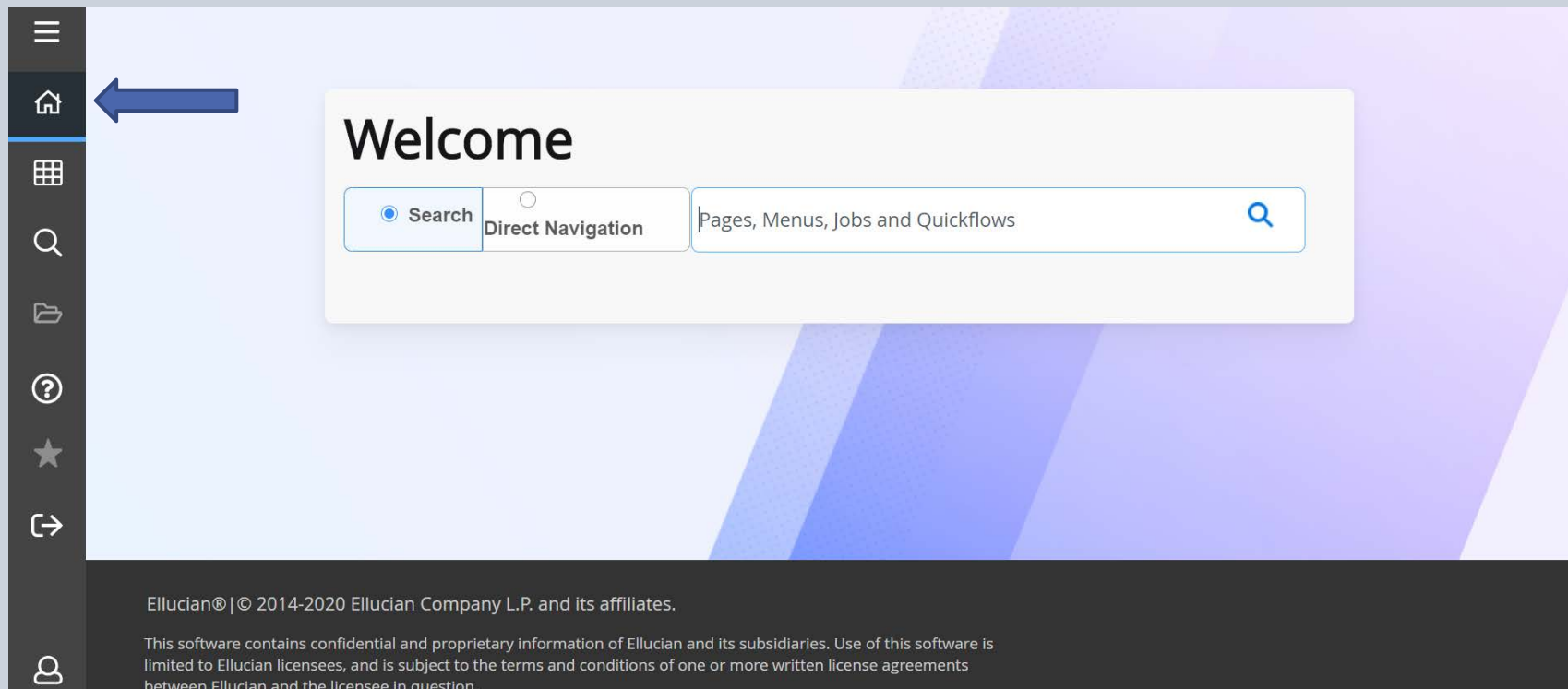
FPAREQN- To create a req

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

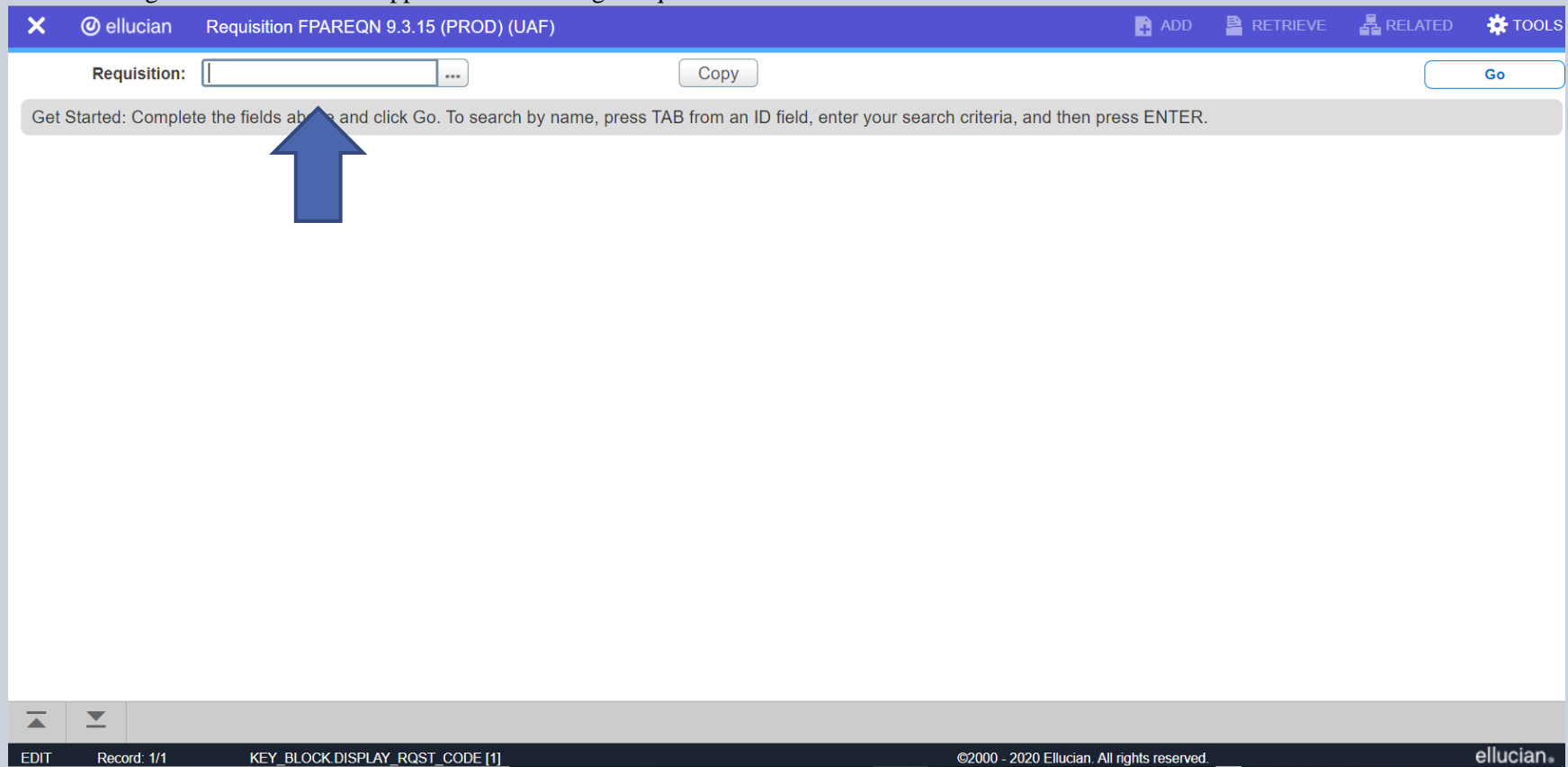
Requisition Entry

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.



Requisition: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK.DISPLAY_RQST_CODE [1] ©2000 - 2020 Ellucian. All rights reserved. ellucian.

Requisition Entry

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

The screenshot displays the Banner Requisition Entry interface. At the top, the browser title is 'ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF)'. The main header shows 'Requisition: NEXT' and a 'Start Over' button. Below this is a tabbed interface with the following sections: 'Requestor/Delivery Information' (selected), 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' section contains the following fields:

Requisition	NEXT	Comments		<input type="checkbox"/> In Suspense
Order Date *	12/07/2020	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date *	12/07/2020	Accounting Total	0.00	
Delivery Date *		<input type="checkbox"/> Document Level Accounting		

Below the tabs, the 'REQUESTOR/DELIVERY INFORMATION' section is expanded, showing the following fields:

Requestor *	Maren Savage	Street Line 2	PO Box 757880
Organization *	50004 FC VCR Grants & Contracts Admin	Street Line 3	
COA *	University of Alaska	Contact	
Email *	fmnow@uaf.edu	Attention To *	
Phone Area Code	907	Building	Administration
Phone Number	4746073	Floor	109
Phone Extension		City	Fairbanks
Fax Area Code	907	State or Province	AK
Fax Number	4745506	Zip or Postal Code	99775-7880
Fax Extension		Nation	
Ship To *	FG&CS	Area Code	907
		Phone Number	

At the bottom right of the form, there is a 'SAVE' button.

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. ab 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

ellucian Organization Code Validation Form - Finance FTVORGN 9.0 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS 1

ORGANIZATION CODE VALIDATION - FINANCE

You are running with a query only role. Some functions may not be allowed.

Chart of Accounts	Organization Code	Title	Data Entry	Status		
B	10001	CAS Dance Administration	Y	A	07/01/2008	
B	10001	CAS Dance Administration	Y	A	06/29/2013	
B	10001	CAS Dance Administration	Y	A	03/06/2014	
B	10001	CAS Dance Administration	Y	A	12/02/2015	12/02/2015
B	10001	CAS Dance Administration	Y	A	07/01/2019	08/01/2019
B	10002	CAS Geography Indirect Rec...	Y	A	07/01/2008	
B	10002	CAS Geography Indirect Rec...	Y	A	12/02/2015	12/02/2015
B	10002	CAS Geography Indirect Rec...	Y	A	07/01/2019	08/01/2019
B	10003	CTC CPDS ESL Instruction	Y	A	07/01/2008	
B	10003	CTC CPDS ESL Instruction	Y	A	07/21/2015	07/21/2015
B	10003	CTC CPDS ESL Instruction	Y	A	08/05/2019	08/05/2019
B	10004	CTC AV Tower Sim Maint Init...	Y	A	07/01/2008	
B	10004	CTC AV Tower Sim Maint Ad...	Y	A	01/16/2014	
B	10004	CTC AV Tower Sim Maint Ad...	Y	A	07/01/2019	
B	10005	CTC Aviation Simulator Maint	Y	A	07/01/2008	
B	10005	CTC Aviation Simulator Maint	Y	A	07/01/2019	
B	10006	CAS Confucius Institute	Y	A	07/01/2008	
B	10006	CAS Confucius Institute	Y	A	07/01/2019	
B	10007	CTC Learning Resource Ctr	Y	A	07/01/2008	
B	10007	CTC Learning Resource Ctr ...	Y	A	12/11/2008	

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Requisition Entry

The screenshot displays the 'Requisition Entry' software interface. At the top, the browser address bar shows 'ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF)'. The main header indicates 'Requisition: NEXT' and includes a 'Start Over' button. Below this, the 'REQUISITION ENTRY: REQUESTOR/DELIVERY' section contains fields for Requisition (NEXT), Order Date (12/07/2020), Transaction Date (12/07/2020), and Delivery Date. It also includes 'Comments', 'Commodity Total' (0.00), 'Accounting Total' (0.00), and checkboxes for 'In Suspense', 'Document Text', and 'Document Level Accounting'. The interface has four tabs: 'Requestor/Delivery Information' (selected), 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'REQUESTOR/DELIVERY INFORMATION' section is divided into two columns. The left column contains fields for Requestor (Maren Savage), Organization (50004 - FC VCR Grants & Contracts Admin), COA (B - University of Alaska), Email (fmmow@uaf.edu), Phone Area Code (907), Phone Number (4746073), Phone Extension, Fax Area Code (907), Fax Number (4745506), Fax Extension, and Ship To (FG&CS). The right column contains fields for Street Line 2 (PO Box 757880), Street Line 3, Contact, Attention To, Building (Administration), Floor (109), City (Fairbanks), State or Province (AK), Zip or Postal Code (99775-7880), Nation, Area Code (907), and Phone Number. A 'SAVE' button is visible in the bottom right corner.

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.

Requisition Entry

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

Requisition: NEXT

Requestor/Delivery Information

Requestor * Maren Savage
Organization * 50004 FC VCR Grants & Contra
COA * B University of Alaska
Email * fnmow@uaf.edu

Phone Area Code 907
Phone Number 4746073
Phone Extension
Fax Area Code 907
Fax Number 4745506
Fax Extension
Ship To * FG&CS

Area Code 907
Phone Number

Ship-To List (FTVSHIP)

Criteria

Code	Contact Name	Building	Floor
AACAU	Kristin Elieff	AAC	220
ACCS	Kathleen Boeckman	BMH113	
ACCS	Kathleen Stadum	BMH113	
ACSC	Ivy Jinghui Su	BMH 113	
ACSC	Kethleen Boeckman	BMH113	
ADPTHS	Joy Barbee	Dipl 404	
AFMEH		Science 123	
AHSD	Shani Casdorff	AHS 161	
AHSD	Donna King	AHS 155	

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Cancel OK

SAVE

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.

Requisition Entry

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.

The screenshot displays the ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF) interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' icons. The main content area is divided into tabs: 'Requestor/Delivery Information', 'Vendor Information' (selected), 'Commodity/Accounting', and 'Balancing/Completion'. A blue arrow points to the search icon in the 'Vendor' field of the 'Vendor Information' tab. The 'Vendor Information' tab contains various input fields for vendor details, including 'Vendor', 'Vendor Hold', 'Address Type', 'Sequence', 'Street Line 1-3', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Contact', 'Email', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Fax Area Code', 'Fax Number', 'Fax Extension', 'Discount', 'Tax Group', and 'Currency'. The bottom status bar shows 'EDIT', 'Record: 1/1', 'FPBREQH.VENDOR.SPRIDEN_ID:11', '©2000 - 2020 Ellucian. All rights reserved.', and 'ellucian'.

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

Requisition Entry

The screenshot displays the 'Requisition Entry' interface for 'Requisition FPAREQN 9.3.15 (PROD) (UAF)'. The 'Vendor Information' tab is active, and an 'Option List' dialog box is open over the 'Vendor' field. The dialog box contains two options: 'Entity Name/ID Search (FTIIDEN)' and 'Vendor Maintenance (FTM2VND)', with a 'Cancel' button at the bottom. The background form includes fields for Order Date (12/07/2020), Transaction Date (12/07/2020), Delivery Date (12/31/2020), Commodity Total (0.00), and Accounting Total (0.00). A blue arrow points to the 'Vendor' field in the background form.

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.

Requisition Entry

ellucian Entity Name/ID Search FTIIDEN 9.3.6UA (PROD) (UAF)

ADD RETRIEVE RELATED TOOLS 1

ENTITY NAME/ID SEARCH

Enter a query, press F8 to execute.

Vendors Terminated Vendors Grant Personnel Proposal Personnel Financial Managers Terminated Financial Managers Agencies All

DETAILS Settings Insert Delete Copy Filter

Basic Filter Advanced Filter

ID Last Name First Name Middle Name

Entity Ind Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Ind	Chg Ind	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Type	W9 Date

1 of 1 Per Page Record 1 of 1

Case Sensitive Query? No Yes

CANCEL SELECT

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.

Requisition Entry

ellucian Entity Name/ID Search FTIIDEN 9.3.6UA (PROD) (UAF)

ADD RETRIEVE RELATED TOOLS

ENTITY NAME/ID SEARCH

Insert Delete Copy Filter

Vendors
 Proposal Personnel
 Agencies

Terminated Vendors
 Financial Managers
 All

Grant Personnel
 Terminated Financial Managers

DETAILS

Settings Insert Delete Copy Filter

Active filters: Last Name: Savage Clear All Filter Again

ID	Last Name	First Name	Middle Name	Entity Ind	Chg Ind	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Type	W9 Date
S14736	Savage	Agnus		Person	Name	Y	N	N	N	N		
30537571	Savage	Alexis	Michelle	Person		Y	N	N	N	N		
SAVAG...	Savage	Alyssa	A	Person	ID	Y	N	N	N	N		
30896229	Savage	Alyssa	Alee	Person		Y	N	N	N	N		
30764256	Savage	Andrea	Lynn	Person		Y	N	N	N	N		
SAVAG...	Savage	Ashleigh	J	Person	ID	Y	N	N	N	N		
30814928	Savage	Ashleigh	Jean	Person	Name	Y	N	N	N	N		
30645021	Savage	Bryant	G.	Person		Y	N	N	N	N		
30223513	Savage	Calvin	L.	Person		Y	N	N	N	N		
S279	Savage	Candace		Person		Y	N	N	N	N		
30544180	Savage	Carolyn	E	Person		Y	N	N	N	N		
31154782	Savage	Clara	Jane	Person		Y	N	N	N	N		
CJSAVA...	Savage	Clara	Jane	Person	ID	Y	N	N	N	N		

Record 1 of 1

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CANCEL SELECT

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.

Requisition Entry

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.

The screenshot shows the Banner Requisition Entry interface. At the top, the header includes the ellucian logo, the requisition number 'FPAREQN 9.3.15 (PROD) (UAF)', and navigation buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, the 'Requisition: NEXT' section contains fields for Order Date (12/07/2020), Transaction Date (12/07/2020), Delivery Date (12/31/2020), Commodity Total (0.00), and Accounting Total (0.00). A 'Start Over' button is located in the top right corner. The main section is titled 'VENDOR INFORMATION' and is divided into several tabs: Requestor/Delivery Information, Vendor Information (selected), Commodity/Accounting, and Balancing/Completion. The Vendor Information tab contains various fields for vendor details, including Vendor (30561243), Vendor Hold, Address Type, Sequence, Street Line 1-3, City, State or Province, Zip or Postal Code, Nation, Contact, Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Discount, Tax Group, and Currency. A blue arrow points to the search icon (three dots) next to the Sequence # field. At the bottom right, there is a 'SAVE' button.

- 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.

Requisition Entry

ellucian Address Information Query FOQADDR 9.0 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS

ID: 30561243 Savage, Maren O. Start Over

ADDRESS INFORMATION QUERY Settings Insert Delete Copy More Information Filter

Address Type	DP	Street Line 2	PO Box 757880
Sequence Number	1	Street Line 3	
Source		City	Campus
From Date		State or Province	AK
To Date		ZIP or Postal Code	0
Status Indicator		Nation	
Street Line 1	UAF - Grants & Contracts		

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CANCEL SELECT

- 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.
- vii. Tax Group- Leave blank.
- viii. Currency – Leave blank

-Click on Next Section icon or press ALT+Page Down.

X ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF)
ADD RETRIEVE RELATED TOOLS 1

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	NEXT	Comments		<input type="checkbox"/> In Suspense
Order Date	12/07/2020	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	12/07/2020	Accounting Total	0.00	
Delivery Date	12/31/2020	<input type="checkbox"/> Document Level Accounting		

Requestor/Delivery Information
Vendor Information
Commodity/Accounting
Balancing/Completion
Insert Delete Copy Filter

VENDOR INFORMATION Insert Delete Copy Filter

Vendor: 30561243 ... Savage, Maren O. <input type="checkbox"/> Vendor Hold Address Type: ... Sequence: ... Street Line 1: Street Line 2: Street Line 3: City: State or Province: Zip or Postal Code: Nation:	Contact: Email: Phone Area Code: Phone Number: Phone Extension: Fax Area Code: Fax Number: Fax Extension: Discount: ... Tax Group: ... Currency: ...
--	--

SAVE

EDIT Record: 1/1 FPBREQH.FPBREQH.ATYP_CODE [1] ©2000 - 2020 Ellucian. All rights reserved. ellucian

Requisition Entry

Step 3: Commodity / Accounting – This is the step where you enter the actual items to be purchased

The screenshot shows the 'Requisition Entry: REQUESTOR/DELIVERY' screen for requisition R0325943. A blue arrow points to the requisition number in the top left. The 'COMMODITY' section is active, showing a table with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item Text, and Add Commodity. Below this is the 'ACCOUNTING' section with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, NSF Override, and NSF Suspense. The 'COMMODITY' section also includes fields for Extended Amount, Discount, Additional, Tax, and Commodity Total. The 'ACCOUNTING' section includes fields for Extended Amount, Discount, Additional, Tax, FOAPAL Total, and Commodity Total. A 'SAVE' button is visible in the bottom right corner.

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.

Requisition Entry

Requisition: R0325943

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0325943
Order Date: 12/07/2020
Transaction Date: 12/07/2020
Delivery Date: 12/31/2020

Comments:
Commodity Total: 0.00
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extended Amount:
Discount:
Additional:
Tax:
Commodity Total:
 Distribute

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	B										<input type="checkbox"/>	<input checked="" type="checkbox"/>

Extended Amount:
Discount:
Additional:
Tax:
FOAPAL Total:
Commodity Total:

SAVE

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.

Requisition Entry

- 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.

Requisition Entry

ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS

Requisition: R0325943

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0325943
 Order Date: 12/07/2020
 Transaction Date: 12/07/2020
 Delivery Date: 12/31/2020

Comments:
 In Suspense:
 Document Level Accounting:

Commodity Total: 0.00
 Accounting Total: 0.00

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
							<input type="checkbox"/>

Extended Amount:
 Discount:
 Additional:
 Tax:
 Commodity Total:

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	B									

Extended Amount:
 Discount:
 Additional:
 Tax:
 FOAPAL Total:
 Commodity Total:

SEARCH

- Review Commodity Information [FOICOMM]
- Item Text [FOAPOXT]
- Document Text [FOAPOXT]
- Commodity Text [FOATEXT]

SAVE

EDIT Record: 1/1 FBRREQD.FBRREQD_COMM_CODE(1) ©2000 - 2020 Ellucian. All rights reserved. ellucian

Examples of Item Test

Requisition Entry

ellucian Procurement Text Entry FOAPOXT 9.3.6 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS

Text Type: REQ Code: R0325943 Change Sequence: Item Number: 1 Vendor: 30561243 Savage, Maren O. Commodity Description: THIS PURCHASE ORDER IS ISSUED TO FUND UNIVERSITY Start Over

Modify Clause: SPEAKER Copy Commodity Text: Default Increment: 10

PROCUREMENT TEXT ENTRY Settings Insert Delete Copy Filter

Text	Clause Number	Print	Line
OF ALASKA GUEST SPEAKER CONTRACT FOR		<input checked="" type="checkbox"/>	10
THE MARCH 15 EVENT.		<input checked="" type="checkbox"/>	20
Topic: ART IS WILD		<input checked="" type="checkbox"/>	30
		<input checked="" type="checkbox"/>	40
Event: ART SHOWCASE		<input checked="" type="checkbox"/>	50
		<input checked="" type="checkbox"/>	60
Location: MARS		<input checked="" type="checkbox"/>	70
		<input checked="" type="checkbox"/>	80
Date: AUGUST 3 rd , 2026		<input checked="" type="checkbox"/>	90
		<input checked="" type="checkbox"/>	100
Time: 8:00pm		<input checked="" type="checkbox"/>	110
		<input checked="" type="checkbox"/>	120
Per the attached Short Form Contract for Guest		<input checked="" type="checkbox"/>	130
Speakers or Performers.		<input checked="" type="checkbox"/>	140
		<input checked="" type="checkbox"/>	150
		<input checked="" type="checkbox"/>	160

1 of 1 Per Page Record 16 of 16

SAVE

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.

Requisition Entry

ellucian Requisition FPAREQN 9.3.15 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS

Requisition: R0325943 Start Over

Order Date	12/07/2020	Commodity Total	500.00
Transaction Date	12/07/2020	Accounting Total	0.00
Delivery Date	12/31/2020	<input type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

COMMODITY Settings Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		THIS PURCHASE ORDER IS IS...	SVC		1.00	500.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

Extended Amount	500.00	Tax	0.00	<input type="checkbox"/> Distribute
Discount	0.00	Commodity Total	500.00	
Additional	0.00			

ACCOUNTING Settings Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	B	21		103010	50004	3016	3061GP				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record 1 of 1

	%	USD
Extended Amount	<input type="checkbox"/>	500.00
Discount	<input checked="" type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	0.00
FOAPAL Total		500.00
Commodity Total		0.00
Remaining Commodity Amount		500.00

SAVE

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:

Requisition Entry

- 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.
- 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.

Requisition FPAREQN 9.3.15 (PROD) (UAF)

Requisition: R0325943

Order Date: 12/07/2020
 Transaction Date: 12/07/2020
 Delivery Date: 12/31/2020

Commodity Total: 500.00
 Accounting Total: 0.00

Requestor/Delivery Information | Vendor Information | **Commodity/Accounting** | Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		THIS PURCHASE ORDER IS IS...	SVC		1.00	500.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Extended Amount: 500.00
 Discount: 0.00
 Additional: 0.00

Tax: 0.00
 Commodity Total: 500.00

ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	B	21		103010	50004	3016	3061GP				<input type="checkbox"/>	<input checked="" type="checkbox"/>

Extended Amount: USD 500.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 FOAPAL Total: 500.00
 Commodity Total: 0.00
 Remaining Commodity Amount: 500.00

SAVE

- 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.
- 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.

The screenshot displays the 'Requisition FPAREQN 9.3.15 (PROD) (UAF)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area is divided into several sections:

- Requisition: R0325943** - Includes fields for Order Date (12/07/2020), Transaction Date (12/07/2020), Delivery Date (12/31/2020), Commodity Total (500.00), and Accounting Total (500.00). There is a checkbox for 'Document Level Accounting'.
- Requestor/Delivery Information** - Vendor Information - **Commodity/Accounting** - Balancing/Completion
- COMMODITY** - A table with columns: Item, Commodity, Description, U/M, Tax Group, Quantity, Unit Price, Commodity Text, Item. Row 1: 1, B, THIS PURCHASE ORDER IS IS, SVC, 1.00, 500.0000. Below the table are summary rows for Extended Amount (500.00), Discount (0.00), Additional (0.00), Tax (0.00), and Commodity Total (500.00). There is a 'Distribute' checkbox.
- ACCOUNTING** - A table with columns: Sequence, COA, Year, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj. Row 1: 1, B, 21, 103010, 50004, 3016, 3061GP. Row 2: B, 21, 103010, 50004, 3061GP. Below the table are summary rows for Extended Amount (500.00), Discount (0.00), Additional (0.00), Tax (0.00), FOAPAL Total (500.00), Commodity Total (500.00), Remaining, and Commodity Amount (0.00).
- Related Menu** - A search bar and a list of options: View Budget Availability [FGIBAVL], Review Accounting Information [FOICACT], and Document Text [FOAPOXT]. A blue arrow points to the 'Document Text [FOAPOXT]' option.

The bottom right corner of the interface has a 'SAVE' button.

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,

Requisition Entry

ellucian Procurement Text Entry FOAPOXT 9.3.6 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS 1

Text Type: REQ Code: R0325943 Change Sequence: Item Number: Vendor: 30561243 Savage, Maren O. Commodity Description: Modify Clause: UA Copy Commodity Text: Default ✔ Saved successfully (1 rows saved)

PROCUREMENT TEXT ENTRY Settings Insert Delete Copy Filter

Text	Clause Number	Print *	Line
*****CONFIRMING ORDER - DO NOT DUPLICATE*****		<input checked="" type="checkbox"/>	10
THIS ORDER WAS PLACED WITH		<input checked="" type="checkbox"/>	20
BY ON BY		<input checked="" type="checkbox"/>	30
.		<input checked="" type="checkbox"/>	40
.		<input checked="" type="checkbox"/>	50
VENDOR FAX/EMAIL:		<input checked="" type="checkbox"/>	60
.		<input checked="" type="checkbox"/>	70
SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE		<input checked="" type="checkbox"/>	80
ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO		<input checked="" type="checkbox"/>	90
uaf-ofa-ap@alaska.edu.		<input checked="" type="checkbox"/>	100
.		<input checked="" type="checkbox"/>	110
VENDOR: YOU ARE NOTIFIED THAT THE ITEMS INVOICED		<input checked="" type="checkbox"/>	120
ON THIS PURCHASE ORDER WERE ORDERED WITHOUT A		<input checked="" type="checkbox"/>	130
VALID UAF PURCHASING DEPARTMENT AUTHORIZATION.		<input checked="" type="checkbox"/>	140
ONLY PURCHASES AUTHORIZED IN ADVANCE BY A PURCHASE		<input checked="" type="checkbox"/>	150
ORDER, BLANKET ORDER, OR LIMITED PURCHASE ORDER		<input checked="" type="checkbox"/>	160
CAN OBLIGATE THE UNIVERSITY. IN THE FUTURE, THE		<input checked="" type="checkbox"/>	170
UNIVERSITY WILL ACCEPT NO RESPONSIBILITY FOR		<input checked="" type="checkbox"/>	180
ORDERS PLACED BY INDIVIDUALS WITHOUT AUTHORIZATION		<input checked="" type="checkbox"/>	190
AS LISTED.		<input checked="" type="checkbox"/>	200

1 of 1 Per Page Record 1 of 20

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

Requisition Entry

ellucian Requisition: FPAREQN 9.3.15 (PROD) (UAF) ADD RETRIEVE RELATED TOOLS

Requisition: R0325955 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition: R0325955
 Order Date: 12/08/2020
 Transaction Date: 12/08/2020
 Delivery Date: 12/01/2021

Comments:
 Commodity Total: 1.00
 Accounting Total: 1.00
 Document Level Accounting

In Suspense
 Document Text

Requestor/Delivery Information | **Vendor Information** | **Commodity/Accounting** | **Balancing/Completion**

BALANCING/COMPLETION Insert Delete Copy Filter

Vendor: NEWVEND New Vendor Id
 Vendor Hold
 COA: B University of Alaska
 Requestor: Maren Boyack
 Organization: 50004 FC VCR Grants & Contracts Admin

Currency:
 Exchange Rate:
 Commodity Record: 1
 Count:
 Input Amount: 1.00
 Converted Amount:

AMOUNTS Insert Delete Copy Filter

	Input	Commodity	Accounting	Status
Approved Amount	1.00	1.00	1.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED



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 be 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.

Requisition Entry

ellucian Grant Maintenance FRAGRNT 9.3.14 [UA:1.1] (PROD) (UAF)

Grant: G00001155 Proposal: S00004067 Grant Text Exists: Start Over

Main Grant Agency Location **Personnel** Indirect Cost Code Cost Share/Match Billing User Defined Data Subawards Grant Close

PERSONNEL Settings Insert Delete Copy Filter

ID	GCA2 ...	Debbie Gonzalez, UAF OGCA	Address Sequence	...
Indicator *	007 ...	Central Administrative Contact	Number	
Chart of Accounts	B		Phone Type	...
Organization	...		Phone Sequence	...
Salutation			Number	
Title			E-mail	
Address Type	...		Billing or Report	...
			Format	
			Full Time	
			Equivalency	
			Employee	No

3 of 4 | 1 Per Page | Record 3 of 4



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

PAYUS\$- 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**

Page: 1

Requestor: Connie S Carter / Natalia Ruppert
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Air Charter

Delivery Dt: 09/27/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH VERTICAL SOLUTIONS BY EMAIL ON BY</p> <p>VENDOR EMAIL: info@vshelicopters.com sasha@alpineairalaska.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.</p> <p>Per attached email quote dated September 04, 2020.</p>				
1	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.	24,139.50	SVC	1.0000	24,139.50

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396978-66560-3112-3820RM	\$24,139.50	G00013084	AF G20AC00001	FUSGS010	15.808



University of Alaska Requisition

REQ Num: **R0324897**

Page: 2

Requestor: **Connie S Carter / Natalia Ruppert**
 Organization: **FC GI OPS Restricted FieldSite Actv**

Phone Number: **907 474-6643**

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

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

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>Period of Performance: September 24, 2020 through September 26, 2020 Weather Dependent</p> <p>Rate/Contract Type: This is a reimbursement contract. The hourly flight rate is \$1,950. Anticipate 10.5 hours. Fuel is estimated to cost \$3664.50.</p> <p>UAF Personnel/ Passengers: Scott Dalton, Nate Murphy, Evan McArthur.</p> <p>VENDOR'S CURRENT CERTIFICATE OF INSURANCE ON FILE.</p> <p>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</p>				

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324897**

Page: 3

Requestor: Connie S Carter / Natalia Ruppert
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 09/27/20



University of Alaska Requisition

REQ Num: **R0324631**

Page: 1

Requestor: Connie S Carter / Don Hampton

Phone Number: 907 474-6643

Organization: FC GIP Space Grnt Physics Aero Rsch

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

Delivery Dt: 09/04/20

Equipment

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH SEPTENTRIO, INC BY EMAIL ON BY</p> <p>VENDOR EMAIL: mo.kapila@septentrio.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.</p> <p>Per the attached quote #UAF 081220-1 Dated August 12, 2020</p>				
1	<p>##410128B1595-710152-200408## Space Weather Bundle 1 Includes GNSS Receiver + Choke Ring Antenna + 15m antenna cable: * PolRx5S (p/n 410128B1595)</p>	3.00	EA	12,489.0000	37,467.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396892-66725-5990-3820RR	\$37,467.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050



University of Alaska Requisition

REQ Num: **R0324631**

Page: 2

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

Phone Number: 907 474-6643

Delivery Dt: 09/04/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	Multi-frequency multiconstellation GPS/GLONASS/ GALILEO/BEIDOU reference receiver dedicated to ionospheric monitoring and space weather applications, all options included - Output of scintillation parameters (S4, SigmaPh etc.) - 100 Hz logging and recording - 16 GB internal memory * ChokeRing Antenna (p/n 710152) VeraChoke with short SCIGN radome; supports GPS/GLONASS/GALILEO/BEIDOU signals * CBL_ANT_TNC_LC15 (p/n 200408) 15 m RF cable TNC-m to TNC-m (RG58) VENDOR: 30988457 Septentrio Inc				
4	Quoted Freight / Shipping / Handling, Pre-Pay and Add to FOB Destination (Fairbanks, Alaska). 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	749.34	FRT	1.0000	749.34

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
4	1	21	396892-66725-5990-3820RR	\$749.34	G00013510	GF 2019234 (AGS)	FNSF001	47.050

Shipping- Quoted or Estimated?



University of Alaska Requisition

REQ Num: **R0324631**

Page: 3

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

Phone Number: 907 474-6643

Delivery Dt: 09/04/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>***** National Science Foundation CFDA:47.050 Grant No: 2019234 *****</p> <p style="padding-left: 40px;">VENDOR: 30988457 Septentrio Inc</p>				

Requisition Total: **38,216.34**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code



University of Alaska Requisition

REQ Num: **R0324515**

Page: 1

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 08/12/20

Equipment

Requisition Total: **CONTINUED**



University of Alaska Requisition

REQ Num: **R0324515**

Page: 2

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 08/12/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>number at the top of this order.</p> <p>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.</p> <p>***** US Geological Survey CFDA: 15.808 Cooperative Agreement No: G20AC00001 ***** VENDOR: G33859 Government Computer Sales In</p>				

Requisition Total: 31,043.00

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0325026**

Page: 1

Requestor: Connie S Carter / Dmitry Nicolsky

Phone Number: 907 474-6643

Organization: FC GI GIP Ice Research

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

Delivery Dt: 10/01/23

Software :License

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>CASH PAYMENT IN THE AMOUNT OF \$26,280.00</p> <p>***** WIRE TRANSFER *****</p> <p>** COPY BRITTANY HOCH, UAF FINANCIAL SERVICES **</p> <p>Per Attached Invoice VDV_0021684 Dated September 17, 2020</p> <p>New Vendor Name: Vista Engineering DBA: Vista Data Vision Address: Lynghals 9 City/State/Zip: Reykjavik, 110 Iceland Contact: Gudmundur Steinsson Phone: Fax: Email: g.steinsson@vistadatavision.com Tax ID (if known): Any other information: W-8BEN Attached</p>				
1	VDV Licence Update - 50 Sites Inclu. One Year Maintenance Plan	1.00	SVC	16,200.0000	16,200.00

CASHPAY or
CASHPAYP - for
partial

WIRETRAN

3 1 2 5 8 7 8 6

NEWVEND

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	397798-66782-3222-3820RR	\$16,200.00	G00012671	GF 1832238 (OPP)	FNSF001	47.078

31258786
W8 On File



University of Alaska Requisition

REQ Num: **R0325026**

Page: 2

Requestor: Connie S Carter / Dmitry Nicolsky

Phone Number: 907 474-6643

Organization: FC GI GIP Ice Research

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

Delivery Dt: 10/01/23

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	(Incl. a 40% Discount)				
	Period of Performance: October 01, 2020 through October 01, 2021 VENDOR: NEWVEND New Vendor Id				
2	Maintenance Plan - 2 Additional Years (Incl. 20% Discount)	1.00	SVC	10,080.0000	10,080.00
	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				

GACINV

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
2	1	21	397798-66782-3222-3820RR	\$10,080.00	G00012671	GF 1832238 (OPP)	FNSF001	47.078



University of Alaska Requisition

REQ Num: **R0325026**

Page: 3

Requestor: Connie S Carter / Dmitry Nicolsky

Phone Number: 907 474-6643

Organization: FC GI GIP Ice Research

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

Delivery Dt: 10/01/23

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	be liable for payment. ***** National Science Foundation CFDA: 47.078 Grant No: 1832238 (OPP) ***** VENDOR: NEWVEND New Vendor Id				

Requisition Total: 26,280.00

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324585**

Page: 1

Requestor: Connie S Carter / Samantha Wiser
 Organization: FC GI OPS Restricted FieldSite Actv
 Ship To: Geophysical Institute
 Address: PO Box 757320
 2156 Koyukuk
 Fairbanks AK 99775-7320

Phone Number

GCSCONF

Delivery Dt: 08/14/20

Software

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH GCSIT BY EMAIL ON BY</p> <p>VENDOR EMAIL: bstaley@gcsit.com rpatalita@gcsit.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>THIS PURCHASE ORDER IS ISSUED PURSUANT TO THE TERMS AND CONDITIONS OF NASPO CONTRACT NO: AR2472, ALASKA CONTRACT NO: NVP-2018-CLOUD-0002 PER THE ATTACHED QUOTE #84466 DATED JULY 29, 2020 AND PROPOSAL NO: 200468452 DATED JULY 20, 2020.</p>				
1	<p>##VS7-ENT-EPL-UG-A## VMware Academic Upgrade: VMware vSphere 7 Enterprise to vSphere 7 Enterprise Plus for 1 Processor</p>	6.00	EA	364.0000	2,184.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	397781-66800-3222-3820RR	\$2,000.00	G00012545	C PO. NO. 20300301	PCOIL002	11.012
1	2	21	397774-66800-3222-3820RR	\$184.00	G00012447	GF H2431 H2448	PNOTH300	



University of Alaska Requisition

REQ Num: **R0324585**

Page: 2

Requestor: Connie S Carter / Samantha Wiser

Phone Number: 907 474-6643

Organization: FC GI OPS Restricted FieldSite Actv

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

Delivery Dt: 08/14/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	VENDOR: G33859 Government Computer Sales In				
2	##VS7-EPL-P-SSS-A## VMware Academic Production Support/Subscription for VMware vSphere 7 Enterprise Plus for 1 processor for 1 year VENDOR: G33859 Government Computer Sales In	6.00	EA	870.0000	5,220.00
3	##ST7-ADV-A## VMware Academic VMware vSAN 7 Advanced for 1 processor VENDOR: G33859 Government Computer Sales In	6.00	EA	1,747.0000	10,482.00
4	##ST7-ADV-P-SSS-A## VMware Academic Production Support/Subscription for VMware vSAN7 Advanced for 1 processor for 1 year VENDOR: G33859 Government Computer Sales In	6.00	EA	995.0000	5,970.00
5	##HCI-ADV-CPU-A## VMware Academic VMware HCI Kit 6 Advanced (Per CPU) VENDOR: G33859 Government Computer Sales In	2.00	EA	3,273.0000	6,546.00
6	##HCI-ADV-CPU-P-SSS-A## VMware Academic Production Support/Subscription for VMwarre HCI	2.00	EA	1,865.0000	3,730.00

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
2	1	21	397774-66800-3222-3820RR	\$4,816.00	G00012447	GF H2431 H2448	PNOTH300	11.012
2	2	21	396978-66560-3222-3820RM	\$404.00	G00013084	AF G20AC00001	FUSGS010	15.808
3	1	21	396978-66560-3222-3820RM	\$10,482.00	G00013084	AF G20AC00001	FUSGS010	15.808
4	1	21	396978-66560-3222-3820RM	\$5,970.00	G00013084	AF G20AC00001	FUSGS010	15.808
5	1	21	396978-66560-3222-3820RM	\$6,546.00	G00013084	AF G20AC00001	FUSGS010	15.808
6	1	21	396978-66560-3222-3820RM	\$3,730.00	G00013084	AF G20AC00001	FUSGS010	15.808



University of Alaska Requisition

REQ Num: **R0324585**

Page: 3

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 08/14/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	Kit 6 Advanced (Per CPU) for 1 year VENDOR: G33859 Government Computer Sales In				
7	Senior Engineer VENDOR: G33859 Government Computer Sales In	72.00	EA	225.0000	16,200.00
8	Travel and Expenses - Estimate	1,800.00	EA	1.0000	1,800.00

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

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
7	1	21	396978-66560-3222-3820RM	\$7,868.00	G00013084	AF G20AC00001	FUSGS010	15.808
7	2	21	103010-66712-3222-3820RR	\$8,332.00				
8	1	21	103010-66712-3222-3820RR	\$1,800.00				



University of Alaska Requisition

REQ Num: **R0324585**

Page: 4

Requestor: Connie S Carter / Samantha Wiser
 Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 08/14/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	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: G20AC00001 ***** VENDOR: G33859 Government Computer Sales In				

Requisition Total: **52,132.00**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324411**

Page: 1

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 09/30/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
1	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE***** THIS ORDER WAS PLACED WITH ALASKA LAND EXPLORATION BY EMAIL ON BY</p> <p>VENDOR EMAIL: alex@aklandex.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Per attached quote #03, Dated July 02, 2020</p> <p>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.</p> <p>Period of Performance: August 01, 2020 through September 30, 2020</p>	20.00	EA	1,000.0000	20,000.00
Requisition Total:					CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396978-66560-3112-3820RM	\$20,000.00	G00013084	AF G20AC00001	FUSGS010	15.808



University of Alaska Requisition

REQ Num: **R0324411**

Page: 2

Requestor: Connie S Carter / Samantha Wiser
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 09/30/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>Weather Dependent</p> <p>Rate / Contract Type: This is a reimbursement contract. The (wet) rate is \$1000/hour. Anticipate 20 hours. 2 hour minimum, \$600/hr standby.</p> <p>This purchase order is Not To Exceed \$20,000 without prior approval via written modification by the UAF procurement official designated above.</p> <p>UAF Personnel / Passengers:</p> <p>Scott Dalton, Evan McArthur, Nate Murphy</p> <p>VENDOR'S CURRENT CERTIFICATE OF INSURANCE ON FILE.</p> <p>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</p>				

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324411**

Page: 3

Requestor: Connie S Carter / Samantha Wiser
 Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 09/30/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>*****</p> <p>US Geological Survey CFDA: 15.808 Cooperative Agreement No: G20AC00001</p> <p>*****</p> <p style="padding-left: 40px;">VENDOR: 31111355 Alaska Land Exploration, LLC</p>				

Requisition Total: **20,000.00**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0325754**

Page: 1

Requestor: Connie S Carter / Jingqiu Mao
Organization: FC GI GIP Atmospheric Sci Research

Phone Number: 907 474-6643

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

Delivery Dt: 01/04/21

Requisition Total: **CONTINUED**

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

Phone Number: 907 474-6643

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

Delivery Dt: 01/04/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	BY EMAIL ON BY VENDOR EMAIL: tony.hansen@mageescientific.com SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu. Per Attached Quotes (s) 20048.3 and 20049.3 Dated November 17, 2020.				
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

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396913-66758-5332-3820RR	\$21,587.50	G00013416	GF 2026821 (AGS)	FNSF001	47.050

Requestor: Connie S Carter / Jingqiu Mao
 Organization: FC GI GIP Atmospheric Sci Research

Phone Number: 907 474-6643

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

Delivery Dt: 01/04/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
2	##4110## PM2.5 Inlet, Sharp-Cut Cyclone SCC-1.829 (2.5 um @ 5 LPM) VENDOR: NEWVEND New Vendor Id	1.00	EA	1,475.0000	1,475.00
3	##8060## Filter Tape Roll, 10 m,, typ. 4-6/year in continuous ambient use VENDOR: NEWVEND New Vendor Id	4.00	EA	200.0000	800.00
4	##8072## Cartridge filter (internal): 1/year VENDOR: NEWVEND New Vendor Id	1.00	EA	25.0000	25.00
5	##TCA-08## Total Carbon Aerosol Analyzer, Mode. TCA-08 Instrument package includes: Model TCA-08 Total Carbon Analyzer with one set of Analytical Chambers, PM2.5 Sharp-Cut Cyclone Inlet (BGI model SCC-3.495, 2.5 um cut @ 16.7 LPM flow), PN 4117; inlet tubes and fittings kit PN 3310; one Denuder Assembly PN 3450; one pkg./25 Quartz Fiber Filters PN8012; one Carbon Capsule filter PN 8074; once Cartridge Filter PN 8072; 1 pr Tweezers;	1.00	EA	30,325.0000	30,325.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
2	1	21	396913-66758-5332-3820RR	\$1,475.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050
3	1	21	396913-66758-5332-3820RR	\$800.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050
4	1	21	396913-66758-5332-3820RR	\$25.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050
5	1	21	396913-66758-5332-3820RR	\$30,325.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050



University of Alaska Requisition

REQ Num: **R0325754**

Page: 4

Requestor: Connie S Carter / Jingqiu Mao
Organization: FC GI GIP Atmospheric Sci Research

Phone Number: 907 474-6643

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

Delivery Dt: 01/04/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	operating and service manual; quick start guide. Quoted Price: \$35,000.00 Less Discount of \$4675.00 VENDOR: NEWVEND New Vendor Id				
6	##3610## Annual Consumables Kit Kit includes: 1pkg/25 Quartz Fiber Filters (usage 2/month), PN 8012; 1 pr. Tweezers, 12 pcs. VOC Denuder Cartridge Insert Element (usage 1/month), PN 3456 2 Cartridge Filters, PN 8072; 2 Capsule filters, PN 8074: (usage 2/year) VENDOR: NEWVEND New Vendor Id	1.00	EA	2,400.0000	2,400.00
7	Quoted Freight/Shipping/Handline, Pre-Pay and Add to FOB Destination (Fairbanks, AK) VENDOR: PREPAY SHIPPING CHARGES AND ADD TO INVOICE. A COPY OF THE FREIGHT BILL MUST ACCOMPANY THE INVOICE FOR PAYMENT IF FREIGHT IS \$500 OR MORE. This Purchase Order is funded by an external	700.00	FRT	1.0000	700.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
6	1	21	396913-66758-5332-3820RR	\$2,400.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050
7	1	21	396913-66758-5332-3820RR	\$700.00	G00013416	GF 2026821 (AGS)	FNSF001	47.050



University of Alaska Requisition

REQ Num: **R0325754**

Page: 5

Requestor: **Connie S Carter / Jingqiu Mao**
 Organization: **FC GI GIP Atmospheric Sci Research**

Phone Number: **907 474-6643**

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

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

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>***** National Science Foundation CFDA: 47.050 Grant No: 2026821 (AGS) *****</p> <p style="padding-left: 40px;">VENDOR: NEWVEND New Vendor Id</p>				

Requisition Total: **57,312.50**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code



University of Alaska Requisition

REQ Num: **R0323860**

Page: 1

Requestor: Connie S Carter / Wade Albright

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 07/17/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH STRUCTURED COMMUNICATION SYSTEMS, INC BY EMAIL ON BY</p> <p>VENDOR EMAIL: vwatson@structured.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>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</p>				
1	<p>Juniper EX4300-24 Switches & Accessories</p> <p>Includes the Following:</p> <ul style="list-style-type: none"> *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 	8.00	EA	3,532.5000	28,260.00

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	20	398990-66846-4015-3820RR	\$28,260.00	G00012383 C	80GSFC18C0138	FNASA001	43.001

W9 ON
FILE



University of Alaska Requisition

REQ Num: **R0323860**

Page: 2

Requestor: Connie S Carter / Wade Albright

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 07/17/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
2	<p>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</p> <p>Juniper 1-Year ND Support for EX4300 Switches</p> <p>QUOTED PRICE INCLUDES ALL FEES, INCLUDING SHIPPING</p> <p>Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.</p> <p>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</p>	1.00	EA	1,504.8000	1,504.80

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
2	1	20	398990-66846-4015-3820RR	\$1,504.80	G00012383	C 80GSFC18C0138	FNASA001	43.001



University of Alaska Requisition

REQ Num: **R0323860**

Page: 3

Requestor: Connie S Carter / Wade Albright

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 07/17/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	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**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324792**

Page: 1

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

Phone Number: 907 474-6643

Delivery Dt: 12/28/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE***** THIS ORDER WAS PLACED WITH KEO SCIENTIFIC, LTD BY EMAIL ON BY</p> <p>VENDOR EMAIL: trondsen@keoscientific.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.</p> <p>Per Attached Quote #QT-1231 REV1 Dated August 08, 2020 NOTE: This vendor has a new address as follows. Please update the vendor database.</p> <p>Address: 190-221 19 ST SE City/State/Zip: Calgary, Alberta, T2E 7M2</p>				

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
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W8 On File
See Address 4

Requestor: Connie S Carter / Don Hampton
 Organization: FC GIP Space Grnt Physics Aero Rsch

Phone Number: 907 474-6643

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

Delivery Dt: 12/28/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	Phone: Fax: Email: Contact: Tax ID: W8-Ben E Attached				
1	##3385## Keo Sentry3 Scientific Imager - 3-inch f/0.95 optics - 6 position filterwheel - 180 Field of View Module - Andor iXon 888 U3 BVF 1024x1024 EMCCD - Includes Keo Synopticx Acquisition Software VENDOR: K012670 Keo Scientific Ltd	3.00	EA	108,625.0000	325,875.00
2	##1321## 3in x 557.7nm CWL x 2.0nm FWHM Bandpass Filter - 3 Cavity, Imaging Quality - For use with Keo Sentry3 and Sentinel imagers - Peak Transmission - 55% (min). VENDOR: K012670 Keo Scientific Ltd	3.00	EA	5,925.0000	17,775.00
3	##1327## 3in x 630.0nm CWL x 2.0nm FWHM Bandpass Filter	3.00	EA	5,925.0000	17,775.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396892-66725-5332-3820RR	\$325,875.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050
2	1	21	396892-66725-5332-3820RR	\$17,775.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050
3	1	21	396892-66725-5332-3820RR	\$17,775.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050



University of Alaska Requisition

REQ Num: **R0324792**

Page: 3

Requestor: Connie S Carter / Don Hampton
Organization: FC GIP Space Grnt Physics Aero Rsch

Phone Number: 907 474-6643

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

Delivery Dt: 12/28/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	- 3 Cavity, Imaging Quality - For use with Keo Sentry3 and Sentinel imagers - Peak Transmission: 55% (min). VENDOR: K012670 Keo Scientific Ltd				
4	##4423## 3in x 427.8nm CWL x 3.0nm FWHM Bandpass Filter - 3 Cavity, Imaging Quality, Hard Coated - For use with Keo Sentry3 and Sentinel imagers - Peak Transmission: 90% (min). VENDOR: K012670 Keo Scientific Ltd	3.00	EA	8,925.0000	26,775.00
5	Quoted Freight/Shipping/Handling, Pre-Pay and Add to FOB Destination (Fairbanks, AK) VENDOR: K012670 Keo Scientific Ltd	1,500.00	FRT	1.0000	1,500.00
6	Shipping Insurance VENDOR: PREPAY SHIPPING CHARGES AND ADD TO INVOICE. A COPY OF THE FREIGHT BILL MUST ACCOMPANY THE INVOICE FOR PAYMENT IF FREIGHT IS \$500 OR MORE.	1,120.00	FEE	1.0000	1,120.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
4	1	21	396892-66725-5332-3820RR	\$26,775.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050
5	1	21	396892-66725-5332-3820RR	\$1,500.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050
6	1	21	396892-66725-5332-3820RR	\$1,120.00	G00013510	GF 2019234 (AGS)	FNSF001	47.050



University of Alaska Requisition

REQ Num: **R0324792**

Page: 4

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

Phone Number: 907 474-6643

Delivery Dt: 12/28/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>***** National Science Foundation CFDA: 47.050 Grant No: 2019234 (AGS) *****</p> <p>VENDOR: K012670 Keo Scientific Ltd</p>				

Requisition Total: 374,526.25

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0320984**

Page: 1 *TR*

Requestor: Connie S Carter / Helena Buurman

Phone Number: 907 474-6643

Organization: FC GI WATC Science

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

Delivery Dt: 09/30/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
RRRRRR	UU UU SSSSS HH HH ##				
RR RR	UU UU SS SS HH HH ##				
RR RR	UU UU SS HH HH ##				
RRRRRR	UU UU SSSSS HHHHHHH ##				
RR RR	UU UU SS HH HH ##				
RR RR	UU UU SS SS HH HH				
RR RR	UUUU SSSSS HH HH ##				
1	<p>Yearly maintenance contract for IS52GB Diego Garcia Infrasound Array</p> <p>POP: 10/01/19 - 09/30/20</p> <p>Per attached email dated 10/08/19</p> <p>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.</p> <p>PERIOD OF PERFORMANCE: OCTOBER 01, 2019 THROUGH SEPTEMBER 30, 2020</p>	12.00	SVC	3,643.2500	43,719.00

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	20	397264-66776-3991-3820RR	\$43,719.00	G00005988 C	2009-1323	PIOTH022	



University of Alaska Requisition

REQ Num: **R0320984**

Page: 2

Requestor: Connie S Carter / Helena Buurman

Phone Number: 907 474-6643

Organization: FC GI WATC Science

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

Delivery Dt: 09/30/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>THIS IS A FIRM FIXED FEE CONTRACT AT \$3643.25 PER MONTH FOR 12 MONTHS.</p> <p>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.</p> <p>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.</p> <p>*****</p>				

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0320984**

Page: 3

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

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	CTBO PREPATORY COMMISSION CONTRACT NO. 2009-1323 ***** VENDOR: 31211840 KBR Diego Garcia LLC				
Requisition Total:					43,719.00

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Spons or ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0325864**

Page: 1

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

Phone Number: 907 474-6643

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

Delivery Dt: 02/26/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>New Vendor Name: Silvus Technologies, Inc . Address: 10990 Wilshire Blvd, Suite 1500 . . City/State/Zip: Los angeles, CA 90024 Contact: Amy Chau Phone: 310-479-3333 Fax: 3 1 2 6 2 9 0 3 Tax ID (if known): 20-1402290 Any other information: Email: achau@silvustechnologies.com</p> <p>PARTIAL CASH PAYMENT - CHECK ENCLOSED IN THE AMOUNT OF \$19,267.00</p> <p>Balance of \$19,267.00 Due one (1) Week Prior to Shipment.</p> <p>Per Attached Quote #667198000051968013</p>				
1	##SC4410E-245-SBST## StreamCaster 4410 4x4 MIMO radio, 1 Watt, 2400-2500MHz, standard	2.00	EA	9,500.0000	19,000.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	103010-66728-5332-3820RR	\$19,000.00				

31262903
W9 On File

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

Phone Number: 907 474-6643

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

Delivery Dt: 02/26/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	black chassis, w/ straight TNC connectors, w/ Multiposition Switch VENDOR: NEWVEND New Vendor Id				
2	##SC4210EP-245-EB## StreamCaster 4210 2x2 MIMO radio, 1 Watt, 2400-2500MHz, externally- powered, black, w/ Multiposition Switch VENDOR: NEWVEND New Vendor Id	2.00	EA	6,000.0000	12,000.00
3	##SC-PRICBL-F-6## Primary ODU Cable for SC4200E-EB and SC4400E (DC, Ethernet, RS232) 6-foot, ODU 10 pin (f), blunt cut VENDOR: NEWVEND New Vendor Id	2.00	EA	180.0000	360.00
4	##SC-PRICBL-A-6## Primary ODU Cable for SC4200E/SC4400E, 6 foot, Ethernet (Rj-45), 3.5 ft RS232 (6pin Switchcraft), and 3.5 ft power (2 pin Switchcraft) VENDOR: NEWVEND New Vendor Id	4.00	EA	375.0000	1,500.00
5	##SC-AC-PWR## AC Power Supply Indoor, Switchcraft, EN3 Series 2-contact (f)	4.00	EA	125.0000	500.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
2	1	21	103010-66728-5332-3820RR	\$12,000.00				
3	1	21	103010-66728-5332-3820RR	\$360.00				
4	1	21	103010-66728-5332-3820RR	\$1,500.00				
5	1	21	103010-66728-5332-3820RR	\$500.00				

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

Phone Number: 907 474-6643

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

Delivery Dt: 02/26/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	VENDOR: NEWVEND New Vendor Id				
6	##SC-GPS2-SW-1## GPS Module 2nd Gen, Switchcraft Connector, 1 Foot VENDOR: NEWVEND New Vendor Id	4.00	EA	205.0000	820.00
7	##SC-SW-DB9## SwitchCraft to D89 Adapter cable; 9 inch length VENDOR: NEWVEND New Vendor Id	4.00	EA	50.0000	200.00
8	##AOV2D230515G-TM## Antenna, omni, 2dBi, dual band 2100-2500 MHz and 4400-5900 MHz, gooseneck, TNC male VENDOR: NEWVEND New Vendor Id	4.00	EA	216.0000	864.00
9	##AOV4S235S-TM## Antenna, Omni 4dBi, 2.2-2.5 GHz, spring base, TNC (m) VENDOR: NEWVEND New Vendor Id	8.00	EA	400.0000	3,200.00
10	QUOTED Freight/Shipping/Handling, Pre-Pay and Add to FOB Destination (Fairbanks, Alaska). VENDOR: NEWVEND New Vendor Id	90.00	FRT	1.0000	90.00

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
6	1	21	103010-66728-5332-3820RR	\$820.00				
7	1	21	103010-66728-5332-3820RR	\$200.00				
8	1	21	103010-66728-5332-3820RR	\$864.00				
9	1	21	103010-66728-5332-3820RR	\$3,200.00				
10	1	21	103010-66728-5332-3820RR	\$90.00				



University of Alaska Requisition

REQ Num: **R0325864**

Page: 4

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

Phone Number: 907 474-6643

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

Delivery Dt: 02/26/21

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost

Requisition Total: **38,534.00**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code



University of Alaska Requisition

REQ Num: **R0323064**

Page: 1

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

Phone Number: 907 474-6643

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

Delivery Dt: 12/31/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH PLANCK AEROSYSTEMS BY EMAIL ON BY</p> <p>VENDOR EMAIL: gaemus@planckaero.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Per attached quote and statement of work Dated 03/20/2020</p>				
RRRRRR	UU UU SSSSS HH HH ##				
RR RR	UU UU SS SS HH HH ##				
RR RR	UU UU SS HH HH ##				

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0323064**

Page: 2

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

Phone Number: 907 474-6643

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

Delivery Dt: 12/31/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	RRRRRR UU UU SSSSS HHHHHH ##				
	RR RR UU UU SS HH HH ##				
	RR RR UU UU SS SS HH HH				
	RR RR UUUUU SSSSS HH HH ##				
1	PLANCK WHALE DETECTION PAYLOAD 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	1.00	SVC	51,000.0000	51,000.00

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	20	103010-66728-3005-3820RR	\$51,000.00				



University of Alaska Requisition

REQ Num: **R0323064**

Page: 3

Requestor: Connie Carter / Catherine Cahill
 Organization: FC GI Unmanned Aircraft System 15SR
 Ship To: Geophysical Institute
 Address: PO Box 757320
 2156 Koyukuk
 Fairbanks AK 99775-7320

Phone Number: 907 474-6643

Delivery Dt: 12/31/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	\$51,000 without prior approval via written modification by the UAF procurement official designated above. VENDOR: 31241125 Planck Aerosystems Inc				

Requisition Total: 51,000.00

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324891**

Page: 1

Requestor: Connie S Carter / Suzy Nicolai

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 09/29/22

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE*****</p> <p>THIS ORDER WAS PLACED WITH DATADIRECT NETWORK BY EMAIL ON BY</p> <p>VENDOR EMAIL: swalsh@ddn.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Any changes to this agreement must be approved by the procurement officer at the address and phone number at the top of this order.</p> <p>Per the attached quote # Renewal SFA7990 Dated August 28, 2020</p>				
1	<p>Software Maintenance Support</p> <p>SUP-POP-INV Order #123026 SUP-BSPO-1</p> <p>Basic parts only support; customer self- maintenance; storage systems; storage servers, disk drives and accessories; 7x24 remote support;</p>	1.00	SVC	101,729.2800	101,729.28

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	398990-66846-3222-3820RR	\$101,729.28	G00012383 C	80GSFC18C0138	FNASA001	43.001



University of Alaska Requisition

REQ Num: **R0324891**

Page: 2

Requestor: Connie S Carter / Suzy Nicolai

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 09/29/22

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>no onsite labor; customer replace CRU and FRU; parts onsite NBD; SW support separate; annual</p> <p>Period of Performance: February 16, 2021 through September 29, 2022 (EOSL)</p> <p>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.</p> <p>Period of Performance: August 06, 2020 through September 29, 2022</p> <p>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</p>				

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Type	Sponsor ID	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0324891**

Page: 3

Requestor: Connie S Carter / Suzy Nicolai

Phone Number: 907 474-6643

Organization: FC GI ASF Infrastructure

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

Delivery Dt: 09/29/22

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>***** National Aeronautics & Space Admin CFDA: 43.001 Contract No: 80GSFC18C0138 *****</p> <p style="padding-left: 40px;">VENDOR: D014004 DataDirect Networks Inc</p>				

Requisition Total: **101,729.28**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0320592** TR

Page: 1

Requestor: Connie S Carter / David Fee

Phone Number: 907 474-6643

Organization: FC GI WATC Science

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

Delivery Dt: 11/12/19

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
1	<p>IFS-5313-A-LP Infrasound Sensors per attached quote #20190911.002</p> <p>Attachments: RSF Quote Sole Source Documentation</p> <p>Hyperion Proposal No. 20190911.002 dated September 11, 2019 is referenced for this purchase order.</p> <p>##IFS-5313-A-LP## Seismically decoupled infrasound sensor with IMS frequency response and low power electronics, fitted with a four pour US garden hose shroud VENDOR: H111403 Hyperion Technology Group In</p>	26.00	EA	5,000.0000	130,000.00
2	<p>Estimated Freight/Shipping/Handling, PrePay and Add to F.O.B. Destination (Fairbanks, Alaska).</p> <p>VENDOR: PREPAY SHIPPING CHARGES AND ADD TO INVOICE. A COPY OF THE FREIGHT BILL MUST ACCOMPANY THE INVOICE FOR PAYMENT IF FREIGHT IS</p>	750.00	FRT	1.0000	750.00

Requisition Total: CONTINUED

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	20	397787-66776-5332-3820RR	\$130,000.00	G00011364	CF HDTRA1-17-C-0031	FDEFE004	
2	1	20	397787-66776-5332-3820RR	\$750.00	G00011364	CF HDTRA1-17-C-0031	FDEFE004	



University of Alaska Requisition

REQ Num: **R0320592**

Page: 2

Requestor: Connie S Carter / David Fee

Phone Number: 907 474-6643

Organization: FC GI WATC Science

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

Delivery Dt: 11/12/19

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>\$500 OR MORE.</p> <p>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.</p> <p>***** Defense Threat Reduction Agency - DOD Contract Contract: HDTRA1-17-C-0031 ***** VENDOR: H111403 Hyperion Technology Group In</p>				
Requisition Total:					130,750.00

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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Requestor: Connie S Carter / Natalia Ruppert
Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 10/23/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
1	<p>*****CONFIRMING ORDER - DO NOT DUPLICATE***** THIS ORDER WAS PLACED WITH COPPERSTATE BATTERY INC BY EMAIL ON BY</p> <p>VENDOR EMAIL: jim@copperstatebattery.com jamie@copperstatebattery.com</p> <p>SUBMIT ALL INVOICES TO THE ACCOUNTS PAYABLE ADDRESS OR FAX NUMBER ABOVE, OR VIA EMAIL TO uaf-ofa-ap@alaska.edu.</p> <p>Per Attached Quote #Q100737 Dated September 30, 2020</p> <p>##PVX-1040T## Concorde Sun Xtender Battery</p> <p>SHIPPING FOB DESTINATION (FAIRBANKS, ALASKA) IS INCLUDED IN RATE. NO ADDITIONAL CHARGES FOR FREIGHT IS ALLOWED.</p> <p>This Purchase Order is funded by an external agency grant or contract containing restrictive</p>	110.00	EA	281.6100	30,977.10

Requisition Total: **CONTINUED**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	396978-66560-4015-3820RM	\$30,977.10	G00013084	AF G20AC00001	FUSGS010	15.808



University of Alaska Requisition

REQ Num: **R0325192**

Page: 2

Requestor: Connie S Carter / Natalia Ruppert
 Organization: FC GI OPS Restricted FieldSite Actv

Phone Number: 907 474-6643

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

Delivery Dt: 10/23/20

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
	<p>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.</p> <p>***** US Geological Survey CFDA: 15.808 Cooperative Agreement: G20AC0001 ***** VENDOR: 30988852 Copperstate Battery Inc</p>				

Requisition Total: **30,977.10**

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Grnt Sponsor ID Type	Agency ID	CFDA Code
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University of Alaska Requisition

REQ Num: **R0325**

Page: 1

Requestor: [Redacted]

Phone Number: 907 45 [Redacted]

Organization: [Redacted]

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

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]. Legal fees VENDOR: 31202691 University of the Sciences i Philadelp	1.00	SVC	1,155.0000	1,155.00
Requisition Total:					1,155.00

Example of a poorly written Req

Item Num	Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21	103010-60105-3016-3860GZ	\$1,155.00				

INVOICE



University of the Sciences in Philadelphia
 600 South 43rd Street
 Philadelphia, PA 19104-4495

Date	Invoice Number
11/20/2020	CIV-00000617
Payment Terms	Due Date
Net 30	12/20/2020

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

Page 1 of 1

Purchase Order Number	From Date	To Date	Customer ID	
	11/04/2020	11/04/2020	CUS-00000081	
Quantity	Sales Item	Item Description	Price Each	Amount
1		Saul Ewing Invoice # 25790769	1,155.00	1,155.00

Net Amount:	1,155.00
Tax	0.00
Total Invoice Amount	USD 1,155.00

Where healthcare and science converge.

Founded in 1821 as the Philadelphia College of Pharmacy



UAF PROCUREMENT & CONTRACT SERVICES UNAUTHORIZED PURCHASE APPROVAL FORM

TO: John Hebard, Director
UAF Procurement & Contract Services

OK to Pay Date

THRU: _____^R Dean/Director

DocuSigned by:

November 24, 2020

Signature _____ Date _____

FROM: _____ Responsible Party

DocuSigned by:

November 24, 2020

Signature _____ Date _____

SUBJECT: Approval of Unauthorized Purchase – PR No. _____^{R0} _____

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 _____ 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

<u>Lead Institution</u> University of the Sciences in Philadelphia Office of Technology Management 600 S. 43rd Street Philadelphia, PA 19104 Attn: Jean-Francois Jasmin Email: j.jasmin@uscience.edu¹		<u>Other Institution(s)</u> University of Alaska Fairbanks  West Ridge Research Building 909 N. Koyukuk Drive, Suite 212  Virginia Commonwealth University 800 E. Leigh St., Suite 3000 Richmond, VA 23298 Attn: Magdalena K. Morgan Email: mkmorgan@vcu.edu		
<i>Effective Date</i>	May 4, 2017			
<i>Patent Rights</i>	<i>Internal Reference No.</i>	<i>Serial No./Date of Filing</i>	<i>Title</i>	<i>Inventors (including employer at time of invention)</i>
	SCH_MAR.001	PCT/US2017/02271; filed on 3/14/2017	Chair and Professor, Department of Pharmaceutical Sciences	 (USciences)

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.

	SCH_MAR.001	PCT/US2017/02 2271; filed on 3/14/2017	Graduate Student	[REDACTED] (USciences)
	UAF 367-15	PCT/US2017/02 2271; filed on 3/14/2017	Professor	[REDACTED] (UAF)
	UAF 367-15	PCT/US2017/02 2271; filed on 3/14/2017	Graduate Student	[REDACTED] (UAF)
	GLE-17-033	PCT/US2017/02 2271; filed on 3/14/2017		[REDACTED] Glennon (VCU)
<i>Share of Net Consideration</i>	USciences: 33.3% UAF: 33.3% VCU: 33.3%			
<i>Share of Patent Expenses</i>	USciences: 33.3% UAF: 33.3% VCU: 33.3%			
<i>Patent Expense Notice Level²</i>	<i>[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"]</i> \$5,000/calendar year			
<i>Consequences of Withdrawal³</i>	Reduce Withdrawing Party's Share of Net Consideration to 10%			
<i>Past Patent Expenses</i>	USciences: \$3,780 UAF: \$0 VCU: \$0			
<i>Administration Fee⁴</i>	15% with a cap of \$5,000			
<i>Third-Party Interests</i>	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.			
<i>Governing Law</i>	None			
<i>Changes in General Terms</i>	No changes			

² See footnote 19.

³ See footnote 9.

⁴ See footnote 5.

University of Alaska Requisition

REQ Num: **R0325**

Page: 1

Requestor: [REDACTED]

Phone Number: 907 45 [REDACTED]

Organization: [REDACTED]

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

Delivery Dt: 12/2 [REDACTED]

Item	Item Description / Text Notes / Vendor Information	Quantity	UOM	Unit Price	Extended Cost
1	25% of Saul Ewing services, approved by [REDACTED] Director [REDACTED]. Legal fees VENDOR: 31202691 University of the Sciences i Philadelp	1.00	SVC	1,155.0000	1,155.00

Requisition Total: 1,155.00

Seq Num	Fisc Yr	Fund-Orgn-Acct-Prog Code	Accounting Rec Amount	Grant Code	Gmt Sponsor ID Type	Agency ID	CFDA Code
1	1	21 103010-60105-3016-3860GZ	\$1,155.00				

SHIP TO: [REDACTED]
 WRRB 212
 PO BOX 757270
 909 KOYUKUK DR RM 212
 FAIRBANKS AK 99775-7270

UNIVERSITY OF ALASKA FAIRBANKS

PROCUREMENT & CONTRACT SVCS
 PO BOX 757940
 FAIRBANKS AK 99775-7940
 Tele: (907) 474-7315 Fax: (907) 474-7720

SEND ORIGINAL AND ONE (1) COPY OF INVOICE
 UNIVERSITY OF ALASKA FAIRBANKS
 ACCOUNTS PAYABLE
 PO BOX 757920
 FAIRBANKS AK 99775-7920
 Tele: (907) 474-7031 Fax: (907) 474-7046

PURCHASE ORDER

NO. **P0548** [REDACTED] DATE: 12/0 [REDACTED]

THIS NUMBER MUST BE SHOWN ON ALL INVOICES, PACKAGES, CORRESPONDENCE, ETC.

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

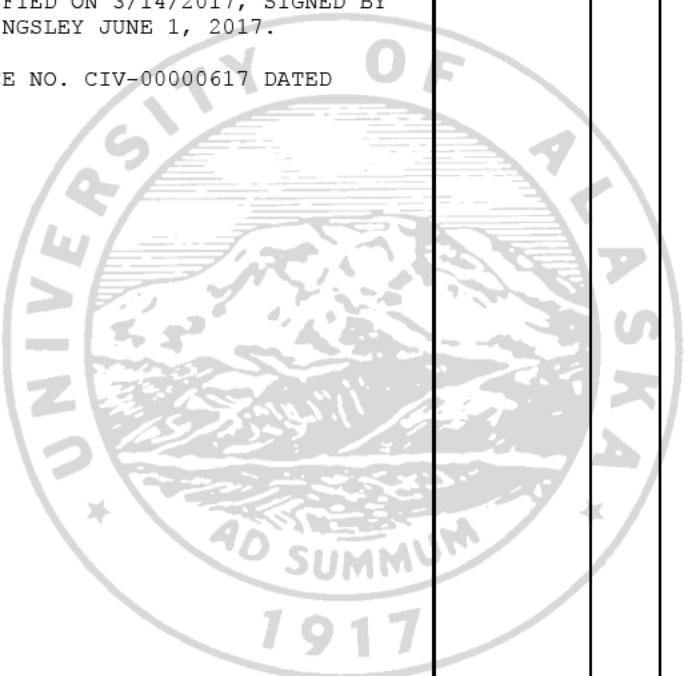
Procurement Officer _____ Date _____

PURCHASE AUTHORIZED ONLY WHEN SIGNED ABOVE BY THE AUTHORIZED AGENT.

"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"

SHIP VIA Not Applicable	F.O.B. TERMS Not Applicable	TERMS Cash
DELIVERY DATE 12/02 [REDACTED]	BUYER NAME Maren Savage	TIN #92-6000147 Tax Exempt No A-125217

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

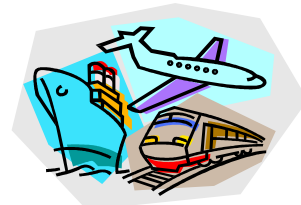
4. Other required information / documentation:

- 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 / trahlfs@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 / trahlfs@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.

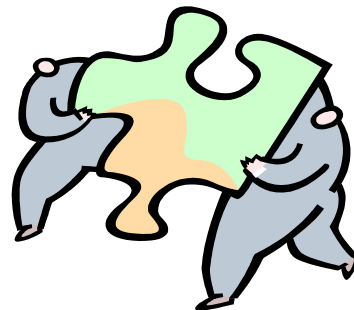
7. Intellectual Property Issues: Are there confidentiality agreements, patent and/or trademark rights issues, or potential violations of patents and/or trademarks?

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 / trahlfs@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