

Subject: [UAFFinance-L] FY20 Procurement and Travel Reminder

From: Jason W Theis <jwtheis@alaska.edu>

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To: UAF Finance List <uaffinance-l@lists.alaska.edu>

UAF Financial Managers:

Due to the loss of 41% of UA general funds in FY20, and Monday's declaration of financial exigency, please remember that procurement for non-essential goods and services on unrestricted funds, however nominal, is not authorized. In order to expedite determination and routing for such procurement, I summarized this information below. If you need more details on specific topics, please visit the Chancellor's [budget communications page](#) and OFA's [exigency guidance page](#).

Expenditures must meet one or more of the following criteria:

- Required for delivery of instruction and research
- Direct bearing on the safety, health, and well-being of humans and animals
- Facilitate compliance with law or regulation
- Facilitate basic operating functions
- Critical - delay in replacement or renewal will incur a significant downstream cost (contact the vendor to determine if there is a grace period or alternative method that may postpone the expense while limiting downstream risk).

Travel

Cabinet (VCs) have the final authority to approve within their units. Route travel requests through Concur and update to include cabinet approval routing at the time of supervisor approval. Deans and directors may implement additional controls on travel within their units.

Utilities and Leases

Process remains the same as prior years. All employees should work to minimize the cost of utilities where applicable and practical. All payments for facility leases under contract continue as normal until a decision occurs to cancel the lease under exigency or the lease expires. For equipment and vehicle leases, follow small-dollar procurement guidance below.

Events

Events where external registration fees cover all direct expenses do not require additional approval beyond event approval by the appropriate dean or director. Internal registration fees are subject to small-dollar procurement rules; therefore, internal events (or open events with an expected high level of internal participants) require additional scrutiny in determining the essentiality of the event.

Direct Pay Reimbursements

Employee reimbursements for out-of-pocket expenses incurred on behalf of the university are authorized only when the unit's dean or director provided advance approval of the purchase. In addition to the standard processing of such requests, attach the advance approval to the backup.

Small-Dollar Procurement (call numbers, procard)

Procurement card and call number purchases must receive advance approval from the unit dean or director. Authorized approvers will exercise professional judgement and be as conservative as possible when determining which purchases are essential, and will ensure that purchasers clearly understand the scope of the approval. Records backup must include a copy of the approval.

Requisitions

UAF's Vice Chancellor for Administrative Services will provide approval on all essential purchases. Prior to data entry, route the request through the unit dean or director for approval. Upon entry, use the copy clause "ESSTPURC" in the document text and complete the text justification block to state why the purchase is essential. Submit the requisition to Procurement and Contract Services, and that office will route for VCAS approval.

For commitments made prior to June 28, 2019, UAF will honor fellowships, URSA awards, and similar student commitments until/unless notified otherwise. Backup must include the award letter regardless of procurement type.

At this time, the restriction on procurement applies to all recharge centers. Center managers may approve essential purchases unless otherwise restricted by the unit's dean or director; all requisitions must follow the entry protocol above.

Accounts Payable (AP) requires any additional backup noted above before clearing payments. Kathy Jeffords and her team will notify you if they do not have sufficient backup, and it is the department's responsibility to provide this information before AP will issue payment. Please make any such requests from AP a high priority in order to get payments out to vendors in a timely manner.

Please contact Procurement & Contract Services at 474-7315 or Accounts Payable at 474-7031 for more information.

Thank you,

-Jason

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Jason W. Theis
Director, Office of Finance and Accounting

Financial Services
University of Alaska Fairbanks
Administrative Services Center, Suite 201
3295 College Road
Fairbanks, AK 99775-7920

Phone: (907) 474-6223
Fax: (907) 474-7046

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