

Subject: [UAFFinance L] FY20 Procurement and Travel Reminder

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

UA8 es on unrestricted funds,

determina on and rou ng for such

need more details on specific topics,

es to cancel the lease under exigent circumstances with an explanation of internal events (or

s) require addi onal scrutiny in determining the essen A A ector provided advan
[budget communica ons page](#) and OFA's [exigency guidance page](#).

Expenditures must meet one or more of the following criteria:

- Required for delivery of instruc on and research

Direct bearing on the safety, health and well being of significant downstream cost (contact the vendor to determine if there is a grace period or alterna ve method that may postpone the tmV of supervisor approval. Deans and directors may implement addi onal controls on travel within their units.

U li es and Leases

Process remains the same as pr

Small Dollar Procurement (call numbers, procards)

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