

Tip: We have added a Table of Contents to make it easier to locate topics. If you click on a word on the table, it will take you directly to the page it is listed on.

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Introduction:

The IGB Business Office is providing this document to help users with helpful tips and tricks for their purchasing needs. The IGB Business Office does not claim to know every scenario possible, so this document will only provide some of the basic information. The IGB Business Office staff are always available to assist with any of your needs and questions.

Email: purchasing@igb.illinois.edu

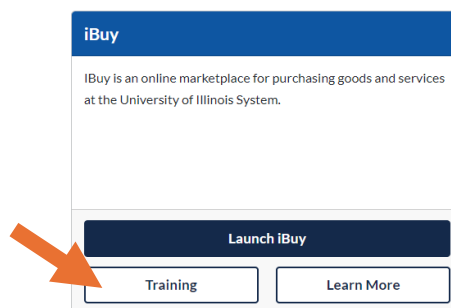
IGB Website: <https://www.igb.illinois.edu/>

*Please note: This document will change as University policies and procedures and software requirements change. *Always refer to the University's Business & Finance website for the most up-to-date information.* <https://www.busfin.uillinois.edu/>

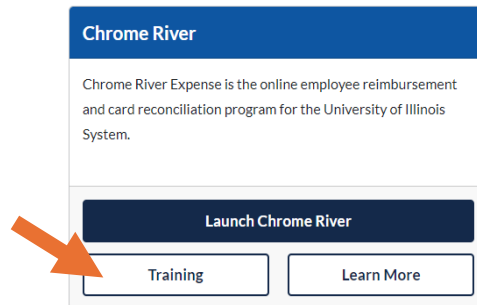
Trainings:

Here is some of the required training for any user that will have a PCard (purchasing) and/or TCard (travel). We have also provided information for the software the users will need to complete expense reports and make purchases.

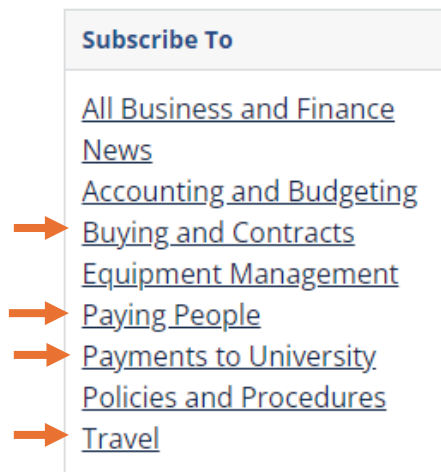
- PCard training – All employees who are identified by their units as Cardholders, or as a Delegate for these roles must complete the PCard training and pass the annual certification quiz **100%** prior to being assigned a role(s) in the PCard software.
- TCard training – The applicant completes the Travel Card Training and passes the annual certification quiz **100%**.
- iBuy training – Located under the *Applications* tab in the upper right corner of the BUSFIN website, you can find the iBuy tab with the link to the training.



- Chrome River training - Located under the *Applications* tab in the upper right corner of the BUSFIN website, you can find the Chrome River tab with the link to the training.



- For up-to-date information, please subscribe to *Buying and Contracts*, *Paying People*, *Payments to University* and *Travel* at <https://blogs.illinois.edu/view/9081/2065222748>



Purchasing:

(Policy & Procedure 7. Purchasing) **In most cases, IGB only does purchases for org code 231000* For Grant related funds, please contact grants@igb.illinois.edu*

Tips:

- *Please note that purchases that include the following can take anywhere from 3-4 weeks to execute. Plan ahead for the best results*
- *Any iBuy purchase where the purchase includes software, a **Software Request Form** (See Appendix I) will need to be attached*

IPHEC vendor

- Unexpired quote - MUST have the IPHEC Award number on the quote
- Sole Source Justification form - Purchases \$25K or more using Federal Funding
- Software Request form - for software purchases
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

Less than \$10k

- Unexpired quote
- Software Request form - for software purchases
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

\$10K to \$24,999

- 3 unexpired quotes
- Software Request form - for software purchases
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

\$25K to \$99,999

- 3 unexpired quotes
- Sole Source Justification form - Using Federal Funding
- Software Request form - for software purchases
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

\$100K or more

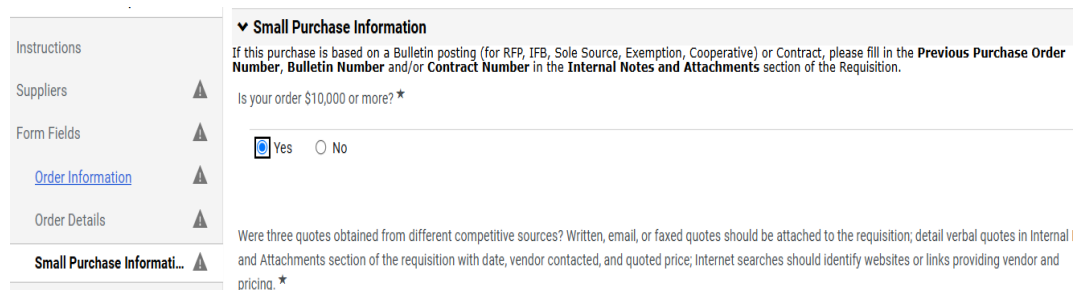
- 3 unexpired quotes
- Source & Justification form - ONLY if one vendor can provide the supply or service OR if the MOST economical vendor is chosen from the 3 quotes. Quantifiable factors must be support this choice.
- Sole Source Justification form - Using Federal Funding
- Software Request form - for software purchases
- Generative AI Awareness & Acknowledgement form - AI related purchases

IPHEC: <https://www.iphec.org/>

The Illinois Public Higher Education Cooperative, “IPHEC,” is a cooperative organization comprised of all thirteen public institutions of higher education. IPHEC awards and associated Cooperative engagements cover a wide range of Commodities and services. Each IPHEC vendor recognizes the uniqueness of each of our member institutions and works to address those needs in the manner that provides the best individualized results. We have put together a list of situations in which a purchase with an IPHEC vendor has exceptions.

For an IPHEC purchase, we will need the following:

- An unexpired quote – Must contain the IPHEC Award Number somewhere on the quote
- Sole Source Justification Form – Purchases \$25k or more using Federal Funding
- Software Request form – for software purchases
- Generative AI Awareness & Acknowledgement form – AI-related purchases
- Board of Trustee approval is **not** required
 - This allows for a more streamlined purchase. However, this does not guarantee a quicker purchase timeline, so please still be mindful of submitting purchase requests in a timely manner.
- A **Sole Source Justification Form** (*See Appendix B*) is **not** required when executing a purchase requisition that falls under an IPHEC contract
- In iBuy, under the Small Purchase Information section in the forms fields of a purchase requisition, answer ‘Yes’ to the question “Is your order \$10,000 or more?”



- Then, answer “No” to the next question

Order Details ▲

Small Purchase Informati... ▲

Review and Submit

Were three quotes obtained from different competitive sources? Written, email, or faxed quotes should be attached to the requisition; detail verbal quotes in Internal Notes and Attachments section of the requisition with date, vendor contacted, and quoted price; Internet searches should identify websites or links providing vendor and pricing. *

☐ Yes ☒ No

- When selecting the reason why to “No,” select option two ‘Purchase is being made from an awarded contract’

Small Purchase Informati... ▲

Review and Submit

Were three quotes obtained from different competitive sources? Written, email, or faxed quotes should be attached to the requisition; detail verbal quotes in Internal Notes and Attachments section of the requisition with date, vendor contacted, and quoted price; Internet searches should identify websites or links providing vendor and pricing. *

☐ Yes ☒ No

Select the reason why multiple quotes weren't possible from the following options (and provide additional information in the Internal Notes as appropriate) *

☐ Supply/service is not available from multiple vendors.
☒ Purchase is being made from an awarded contract.
☐ Urgent need for the supply/service that does not allow time to obtain multiple quotes.
☐ Purchase from certified small/diverse vendor, <\$20,000, and not federally funded
☐ Other (Provide Justification Below)

- A **Source Selection & Price Justification Form** is needed if Federally Funded (*See Appendix A*) – Complete and attach this form to Federally Funded Purchase Requests of \$25,000 or more. (Fund Range 400000-497999 & 600000 – 609999 or Federal Pass Through 500000 – 599999)
- Be sure the vendor references the IPHEC number on the quote and that the IPHEC number is listed on the requisition
- PCard exceptions are not required if there is an IPHEC award with the vendor

iBuy:

An **itemized quote** is required for all purchases. You will also need:

- | | |
|------------------|-------------------|
| ○ Vendor name | ○ Vendor phone |
| ○ Vendor contact | ○ Ship to address |
| ○ Vendor address | |

When entering information into iBuy, you will need to provide:

- | | |
|-------------------|------------------------|
| ○ Ship to address | ○ Contact phone number |
| ○ Contact name | ○ CFOP |

Non-Conforming (“After the Fact”)

A Non-Conforming order is one in which the request for the contract and/or Purchase Order is submitted to Purchasing after the receipt of goods or services by the end-user.

In order to have the invoice paid, you will need to:

- **First, work with Payables to remove the invoice off the original PO.**
- **Next, cancel the original PO by submitting a service desk ticket.**
- **Last, submit a new iBuy requisition, answering the “After the Fact” questions**
 - **When submitting the Non-Conforming requisition, reference the old PO and note that it is Non-conforming in the Internal Comments.**
 - **Attach the final detailed invoice from the vendor to the External side of the requisition.**
 - **Attach the signed letter from the department head, on the department’s letterhead, describing the circumstances that led to the violation of the Illinois Procurement Code and the steps that the department will take to prevent a similar situation from reoccurring to the Internal side of the requisition.**
 - **Attach the signed Vendor Release Form releasing the University of any and all liability associated with the services or goods provided to the Internal side of the requisition (the Vendor Release Form can be found here: <https://www.uiucpurchasing.illinois.edu/faqs/> under “Non-Conforming or After the Fact”). The vendor’s signature must be a wet signature or an Adobe digitally time-stamped signature. Signatures that are typed into the form will not be accepted.**

Chrome River: *(Checklist - See Appendix E & F)*

You **MUST** turn in ***itemized receipts*** for every transaction.

- Includes expense amount and payment information
- Physical receipts are turned in to the IGB Gatehouse
- Make note in comments or description if copy of physical receipt was directly emailed from vendor or received online

PCard: **Please provide a tax-exempt form when needed* (See Appendix G)*

Any purchase where the purchase includes software or electronic services will need to attach the appropriate form to their report, which are included in the link below

The PCard is a charge card issued to Cardholders to simplify U of I System-authorized small-dollar purchases of supplies and small equipment.

PCard exceptions are not required if there is an IPHEC award with the vendor.

<https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2146624>

Please find PCard forms needed at

https://www.busfin.uillinois.edu/forms/buying_contracts/pcard_tcard

TCard: **Please provide a tax-exempt form when needed* (See Appendix G)*

The University Travel Card (TCard) is the preferred method of payment for any qualified travel-related purchase: airfare, hotel rooms, car rental, bus and rail, etc.

You cannot use a TCard for any travel that includes personal travel. The individual must pay out of pocket and request reimbursement after the travel has taken place. A travel comparison will need to be submitted, and the traveler will be paid the lesser of the two.

All travel must be by the most direct route, using the most economical mode of transportation, taking into consideration travel time, costs, and work requirements.

Please find TCard forms needed at

https://www.busfin.uillinois.edu/forms/buying_contracts/pcard_tcard

Please reference <https://blogs.uofi.uillinois.edu/view/9081/155983475> for additional information regarding updates to PCards and TCards on the Business & Finance Website, including the *Travel Card (TCard) vs. Purchasing Card (PCard) Quick Reference*.

Travel: Travel Policy 15 Under Policies & Procedures

Tips:

- *Personal travel is not approved for employees*
- *Non-employee travel expenses are at the discretion of the department*
- *Proof of international insurance is required to be attached to every expense report, related to that travel.*

Contracted Travel Agency

The University of Illinois System has contracted with Anthony Travel, a national leader in higher education travel, to accommodate the travel needs for all universities. Employees have the option of working directly with one of our dedicated travel consultants or accessing the iTravel online booking tool.

Benefits of iTravel and Anthony Travel

- Travel industry experts exclusively dedicated to the University of Illinois System.
- Waived transaction fees for travel arrangements made online or with a full-service agent.
- 24/7 online access to user-friendly iTravel, configured to accommodate the System's travel policy.
- Ability to book for other department members as travel arrangers/assistants.
- Support for reservations made online or with a full-service agent.
- Access to discounts offered by [National/Enterprise Car Rental](#) and [Club Quarters Hotels](#)[CY1](University membership).
- Savings negotiated and obtained due to long-standing vendor relationships, such as discounted room rates, avoided cancellation fees, and complimentary upgrades.
- Discounted hotel rates through ABC-CCRA Premier, the largest hotel program in the world with 53,000+ properties in 185 countries.
- Group travel discounts and benefits, including deposit waivers, free name changes, preferred status on airline group desks, and delayed ticketing deadlines.
- Streamlining labor required by system staff to secure group hotel contracts and mitigating risks associated with agreements.

- Ability to change names on all tickets for a \$100 fee with United airlines.
- Maintains profiles for individual travelers listing the traveler's preferences for seats, hotel and car rental, and frequent travel program numbers.
- Proactive management of unused airline tickets. Traveler profiles automatically populated with unused ticket information and alerts travelers of the unused ticket(s) when making future airline reservations.
- Takes every reasonable step to transfer unused non-refundable tickets issued to non-system employees into airline vouchers for the system.
- Fly America Act consultation and informing travelers of visa, passport and health requirements for international travel. In emergency situations, assistance will also be provided to obtain a new or renewal passport.
- Travel assistance provided 24 hours/7 days per week/365 days a year through a tiered support system.
- iTravel training and support through in-person and webinar sessions.

https://www.busfin.uillinois.edu/travel/planning_and_booking/contracted_travel_agency

When planning travel, here are some key items to consider: for University Employees

- CFOP being used for travel
 - If grant funds are used, please reach out to grants@igb.illinois.edu
- Lodging
- Transportation – this can be airfare, car service, etc.
- Per diem – what the per diem meaning is and how it can be used
- What is the travel for – Explanation of travel
- Needed documentation for expenses, such as conference documentation and/or agenda
- Travel payments & reimbursements – need more info on what that means.
- TCard use (policy 15.2 -see below)
- International insurance required for all international travel

<https://safetyabroad.illinois.edu/>

Request for Authority to Travel (RAT) Form: **Required** for all

travel turned into the business office for signature **prior** to the date of travel (*See Appendix D*)

- International insurance is required for all international travel

Business Class Upgrades and Preferred Seating:

OBFS communicated an air travel update for business class upgrades and preferred seating expenses. The business office wanted to share the process on how to gain unit approval in advance of purchasing a business class upgrade.

1. The traveler needs to obtain prior approval from the Principal Investigator on the grant to travel in business class. The PI should agree to provide a non-grant CFOP for cases when preferred seat selections and business class tickets are unallowable on grant funds.
2. When tasked with booking a business class flight lasting 14 hours or longer (including stopovers and plane changes) without any personal days included, theme admins will be asked to provide to the Purchasing Department (via email to purchasing@igb.illinois.edu) the following documents prior to making the reservation:
 - A completed departmental RAT (Request for Authority to Travel) form.
 - The economy class itinerary.
 - The corresponding business class/seat selection upgrade itinerary.
 - A non-grant CFOP – this could be ICR or discretionary funds.
3. Subsequently, you will receive an approved RAT form or a request for more information from the business office. Following approval from Renee or her designee, you may proceed with booking the flight upgrade using your T-Card.
4. It is important to note that grant funding typically does not support economy to business class upgrades or seat selection upgrades. However, it may be considered on a case-by-case basis by the Grants Team, if requested. This request would need to be sent to SPA; therefore, it is suggested that a non-grant CFOP be provided to avoid delays in booking travel or if SPA considers the expenses unallowable, we will need to transfer funds to a non-grant CFOP.

Should you have any questions or require further clarification regarding these guidelines, please do not hesitate to reach out to purchasing@igb.illinois.edu for assistance or grants@igb.illinois.edu for grant-specific questions. You may also contact Carla or Justine when an individual case needs elevated approval for special circumstances.

Paying People

Reimbursement to Employees

Employees can also pay for travel expenses with a personal credit card and then submit an Expense Report through Chrome River for reimbursement after travel is completed. Please note that the University does not reimburse tax. Use the tax-exempt form on appropriate purchases.

Employee reimbursement is done through ChromeRiver. When submitting a report for reimbursement, the following documentation is always required:

- Itemized receipts with the employee's name on them
- Business purpose justification

If asking for travel reimbursement, the following are also required:

- RAT form with all required signatures
- Proof of approval for using the Fund from the Grant office (if applicable) – along with CFOP details
- Hotel information and itemized receipt in the employee's name
- Proof of conference hotel (if applicable)
- Conference itinerary and information including the conference's name, dates, and location

If traveling internationally, the following are also required:

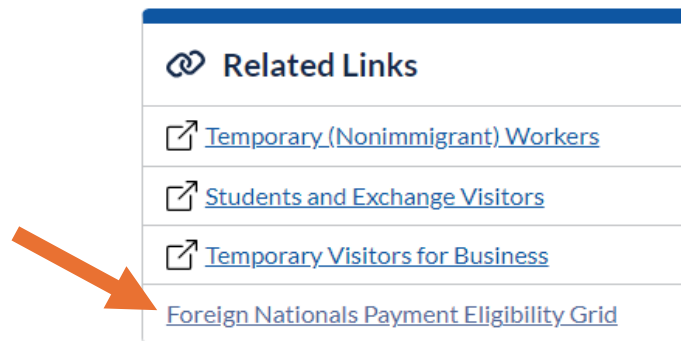
- Proof of international travel insurance
- Translated receipts (if originals are not in English)
- Exchange rate documentation

Note that all reimbursement requests need to be submitted within 60 days of when the expense is incurred (or 60 days after the travel has been completed).

Payments to Foreign Nationals- Foreign nationals are non-employees. What you will need to know:

- What country the individual is from
- What type of payment will be paid:
 - Stipends
 - Honorarium
 - Human Subject
 - Expense Reimbursement
 - Independent Contractor
 - Royalty
 - Scholarship or Fellowship
 - Award or Prize
 - Employment
- What Visa are they traveling on – *Please see the BusFin website for additional information*

https://www.busfin.uillinois.edu/paying_people/payments_to_foreign_nationals



For Grant purchase related questions, please contact grants@igb.illinois.edu.

FAQ:

Q: In state vs Out of State for ER's- Based on the traveler's business purpose destination:

- If all the travel occurs **within the Illinois border**, then that would be considered **in-state travel**.
 - For example, if an employee based in Urbana-Champaign travels to Chicago for a series of in-person meetings regarding university business and stays overnight in a hotel, then the hotel costs would be considered in-state travel.
- If any portion of the travel occurs **beyond the Illinois border**, then the entire trip would be considered **out-of-state travel**.
 - For example, if an employee who works remotely from their home in Michigan travels to Illinois for an in-person meeting pertaining to university business, then those travel expenses would be considered as out-of-state travel.

Q: When a PCard exception is needed:

- When there are terms and conditions
- When it is over your PCard limit
- When it is a prohibited or restricted purchase on a PCard

Q: Can I take a couple of personal days on my business trip:

- Yes, but you cannot use a TCard for any travel that includes personal travel. The traveler must pay out of pocket and request reimbursement for the business portion of the trip after the travel has taken place. A travel comparison will need to be submitted, and the traveler will be paid the lesser of the two.

Q: Which card should I use:

- PCard – PCard use (policy 7.6)
 - Any small purchase that does not require you to agree to terms and conditions and is within the PCard spending limits and restrictions
 - Conference registration
 - Food and beverage supplies

- Travel Visas
- TCard – TCard use (policy 15.2)
 - Airfare
 - Alcoholic beverages
 - Baggage fees
 - Bus or Rail tickets
 - Business meals
 - Catering
 - Collision damage waiver (CDW) or loss damage waiver (LDW)
 - Conference registration
 - Foreign Nationals travel and meal-related expenses
 - Fuel for rental car
 - Global Positioning System (GPS) rental
 - Lodging
 - Laundry and dry cleaning
 - Parking
 - Taxi
 - Tolls
 - Travel insurance (evacuation/repatriation only)
 - Travel packages
 - Travel visas
 - University guest travel and meal-related expenses
 - Vehicle rental

Q: Is alcohol allowable, if so how to process:

- TCard
- Purchase order
- Reimbursed personal funds
- Must have a bona fide business purpose
- Alcohol not allowed on state funds (CFOPs beginning with 1), self-supporting funds with a Storeroom & Service Activities fund type (3E). Please reach out to grants@igb.illinois.edu for questions regarding alcohol on a grant fund.
- When catering is used, you must submit a ‘Request for Approval’ form located on the BUSFIN website

Q: How to handle travel when personal travel is attached to business travel:

- You cannot use a TCard for any travel that includes personal travel. The traveler must pay out of pocket and request reimbursement after the travel has taken place. A travel comparison will need to be submitted, and the traveler will be paid the lesser of the two.
- Please note, a traveling companion expense will not be covered

Q: How to book car rental and when is it appropriate:

- For rental cars, TCard holders may make reservations on behalf of system employees and/or guests. However, due to insurance liability, TCard holders may NOT pay for another employee or guest rental vehicle with a TCard, purchase order, or personal charge card and then submit the expense for reimbursement. Payment must be made by the person who picks up and drives the vehicle. Please see <https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2130786> for approved vendors.

Q: How to book Airbnb:

- Go to the Airbnb website and book the same way you would a hotel
- Use of a lodging rental broker (e.g., Airbnb, Tripping, Home Away) is allowed as a travel expense if the daily rate does not exceed the University of Illinois System's Lodging Allowance Rates.
- Rent and damage deposits may initially be made with the TCard. However, departments must manage the credit of damage deposits back to the TCard. Damage charges are personal expenses and must be paid by the traveler, using non-system funds.
- Damage deposits will not be reimbursed if personal funds are used to secure the lodging.
- Use of a property through a lodging rental broker known to be owned by a system employee or his/her immediate family member is prohibited.

Q: How to process receipts when they are broken up into several receipts that are not itemized per day:

- Request itemized receipts from the vendor

- If they cannot provide an itemized receipt, attach proof that they are declining or cannot offer an itemized receipt

Q: How to do wire transfers:

- Use the purchase order special payment request form found on the BUSFIN website
 - Follow the instructions on the form
 - Per the form, once completed, submit to obfsupay@uillinois.edu

Q: What to do when international purchases are automatically rejected by credit card companies because of how the vendor is categorized.

- Send vendor name, exact charge, and override code needed to IGB Purchasing to get a merchant override.

Q: How to: *While the initial request will be handled by the theme administrative staff, the IGB Business Office is always available to assist when needed.*

- **Special payment request:** (See Appendix H)
https://www.busfin.uillinois.edu/buying_contracts/paying/vendor_invoice/special_payment_requests/
 - There are very few situations where a special payment request will be approved by University Payables (UPAY). They make the final determination.
 - You can submit a special payment request form directly to UPAY at obfsupay@uillinois.edu.
- **Wire transfers:** Policy 8.8.2 (See Appendix H)
<https://www.busfin.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-wire-transfers/>
 - Payments where a legal/contractual requirement or international payments are made more securely.
 - To submit a wire transfer, please complete the Electronic Funds Transfer form and submit it directly to UPAY at obfsupay@uillinois.edu
- **Honoraria:** Policy 8.6.2
<https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2143008>

Helpful Tips

IGB Business Office

As of FY2024

- An Honoraria cannot be paid to a University employee.
- Payments are processed through Chrome River similar to invoice processing.
- **Payments to Foreign Nationals**
https://www.busfin.uillinois.edu/paying_people/payments_to_foreign_nationals/
 - There are multiple steps for foreign national payments. Please contact the IGB business office for assistance.

Appendix

Appendix A

Purchasing Pricing Memorandum Source Selection & Price Justification Form

Complete and attach this form to Federally Funded Purchase Requests of \$25,000 or more.
(Ledger 5 Accounts except 35000 through 39999, or 70000 and higher)

Instructions: Use Tab to move to the next blank and Shift-Tab to move to the previous blank

Source Justification

I. Competitive Selection

☐ Competitive bids / quotes received (see files for details)

II. Non-competitive Selection

For transactions awarded non-competitively (sole source selection, including single bid/quote received)

Select predominant reason and complete Cost / Price Analysis below.

☐ Only source capable of meeting specifications / unique requirements (Explain below as to how this was determined, i.e., market research done, or reference document providing the information)

☐ Hardware compatibility

☐ Proprietary source or item

☐ Original equipment manufacturer

☐ Existing involvement with on-going research

☐ Sponsor mandated

☐ Other compelling reason(s), i.e., emergency - _____

Cost / Price Analysis

Use checklist below to identify primary basis of cost / price analysis (business soundness of the transaction).

☐ Prior price history: Previous Purchase Order Number _____ Price Paid for Comparable Quantity \$ _____

☐ Competitive published price list / published market prices / discount or rebate arrangement / state contracts / etc.

Price List Date:	Discount from List Price:	%
List Name/# or other Ref.:		

☐ Independent cost estimate (attach analysis)

☐ Comparison of proposed prices with prices for the same or similar items obtained through market research (attach analysis)

☐ Cost Analysis (see explanation below)

Source Justification Supplement (Complete only if funded from a Federal contract or subcontract)

Indicate for each supplier category below whether or not qualifying suppliers were solicited for this transaction.

	Yes	No	If No, Indicate why not.
Small Business Supplier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Small Disadvantaged Supplier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Woman-Owned Small Business Supplier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Hubzone Small Business	<input type="checkbox"/>	<input type="checkbox"/>	
Veteran Owned Small Business	<input type="checkbox"/>	<input type="checkbox"/>	

Signature _____ Date _____

Appendix B Source Selection & Price Justification Form

Complete and attach this form to Federally Funded Purchase Requests of \$25,000 or more.
(Fund Range 400000-497999 & 600000 – 609999 or Federal Pass Through 500000 – 599999)

Instructions: Use Tab to move to the next blank and Shift-Tab to move to the previous blank

Source Justification

I. Competitive Selection

☐ Competitive bids / quotes received (see files for details)

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\$ _____

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Price List Date:	Discount from List Price:	%
List Name/# or other Ref.:		

☐ Independent cost estimate (attach analysis)

☐ Comparison of proposed prices with prices for the same or similar items obtained through market research (attach analysis)

☐ Cost Analysis (see explanation below)

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Small Disadvantaged Supplier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Woman-Owned Small Business Supplier(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Hubzone Small Business	<input type="checkbox"/>	<input type="checkbox"/>	
Veteran Owned Small Business	<input type="checkbox"/>	<input type="checkbox"/>	

Wet Signature or Adobe Signature: _____ Date: _____

(03/15/2023)

Appendix C Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

Sole Source Justification Form - Part I

Section I - General Information

Department/Bureau/Section:

Need Identified Date:

Supply/Service Need By Date:

Project Title:

Vendor:

Provide a description of the supplies or services required:

Value:

Value of Initial Term, this Change Order or Amendment:

Will this Sole Source amend a Professional or Artistic Services contract? ☐ Yes ☐ No

*Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Type:

Section II - Proposed Term

☐ One-Time Purchase ☐ Term Contract

Section III - Funding Source

Select the type of funding to be used (Check all that apply): ☐ State Appropriate Funds ☐ Federal Funds ☐ Other (Explain):

Section IV - Sole Source Justification

This purchase is economically only available from a single source **primarily** because it is: (If "Other" explain in one sentence)

Are there secondary justification(s) for this sole source? ☐ Yes ☐ No

Section V - Purchase History

Has the Agency or University Purchased these supplies or services in the past? ☐ Yes ☐ No

Section VI - Business Rationale

1. Provide a detailed explanation of the need for the supplies or services:

2. Provide a list and describe in detail the specifications required to satisfy the need:

3. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements?

4. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific quantifiable factors/qualifications:

5. Has the Agency or University considered alternative supplies or services to satisfy their need? ☐ Yes ☐ No

Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

6. Are there resellers or distributors?

☐ Yes ☐ No ☐ N/A

7. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

8. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?

☐ Yes ☐ No

9. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?

10. Is there any additional information you would like to add to justify this sole source?

Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

Section VII

Requesting Department Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative

Phone Number

Date

Printed Name

E-mail Address

State Agency Bureau/Division Head or University Purchasing Director Approval and Signature Required

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct and the fairness and reasonableness of the price was adequately confirmed. (All prior form fields will lock once this e-signature is completed)

Agency Bureau/Division Head or University
Purchasing Director and Not a Designee

Phone Number

Date

Printed Name

E-mail Address

SPO Approval and Signature Required

☐ I have reviewed and understand the contents of this Sole Source Justification and agree with the State Agency or University determination.

☐ I have reviewed and understand the contents of this Sole Source Justification and do not agree with the State Agency or University determination. As a result, the State Agency or University must explore other sourcing methods to satisfy their need.

State Purchasing Officer Signature

Phone Number

Date

Printed Name

E-mail Address

Sole Source Justification Form

Bulletin Reference Number

Requesting Agency/University

Sole Source Justification Form - Part II

Section I - General Information

Project Title

Vendor

Initial Date of Procurement Bulletin Posting

Was a Sole Source hearing held per 30 ILCS 500/20-25?

☐ Yes - Complete Section II and III below (Section II will only be visible when this option is selected)

☐ No - Section II not required, go to Section III below

Section III - CPO Approval and Signature Required

☐ Based on my review, I authorize the Agency/University to proceed in accordance with the published Notice referenced above.

☐ Based upon my review, I authorize the Agency/University to proceed with the following Changes.

☐ Based on my review, the Agency/University is not authorized to proceed with this sole source as presented and my recommendation is that it be cancelled.

☐ Other

CPO Signature

CPO Phone

Printed Name

Date

CPO E-mail

Appendix D Carl R. Woese Institute for Genomic Biology

Request for Authority To Travel

Name _____ UIN _____
Traveler's Home Department _____
Destination (City and State or Country) _____
Dates of Trip: From _____ To _____
Airline Ticket Purchase Needed? _____

Purpose of trip (Please check all that apply and include details):

- ☐ Present invited paper/lecture/poster at professional or scientific meeting
Title of Meeting: _____
- ☐ Present voluntary paper/poster at professional or scientific meeting
Title of Meeting: _____
- ☐ Attend Conference for professional development
Title of Conference: _____
- ☐ Official University/College/Department representative at function
Function: _____
- ☐ Collaborate with colleagues at another institution
Institution: _____
- ☐ Conduct research, obtain data, other
Title of Research Project: _____
- ☐ Call on prospective donors/sponsors of projects/programs
Name of institution and contact: _____
- ☐ Recruit: Faculty ☐ Students ☐
- ☐ Other (please explain): _____

Will you be reimbursed for travel expenses by any other sponsors for this trip? If so, please disclose below:

_____ Traveler's Signature	_____ Date	_____ Print Name
_____ Advisor's Signature (Required for Student Travel)	_____ Date	_____ Print Name
_____ Home Department Approval	_____ Date	_____ Print Name
_____ IGB Business Office Approval	_____ Date	_____ Print Name

Appendix E

Chrome River Checklist for P-Card Transactions

- 1 Did the user use the appropriate naming convention for the report?
 - (A) P-Card – example
<Report Owner>.<Date of Service>.<Vendor>
J.Doe.07012022.Home Depot
 - (B) T-Card – Meal example
<report owner> . <Date of Service>. <Vendor>
J.Doen.07012022.The Bread Company
 - (C) T-Card - Travel example
<report owner>.<date of trip>.<destination>
J.Doe.07012022.Mexico
- 2 Is the transaction attached?
- 3 Are the Who, What, Where, When and Benefit to the University included?
- 4 Is the receipt attached and does it match the report?
- 5 Has the paper receipt been turned into the Business Office?
- 6 Is the account code correct?
Account code resource: <https://accountcodesearch.uillinois.edu/>
- 7 Is the order or invoice number in the benefit purpose statement?
- 8 If tax is being charged, please note if you are pursuing a refund of it, or if you are unable to get a refund on it.
- 9 Is a software purchase by pcard form needed?
 - (A) <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94745>
- 10 Is an exception needed? If so is the exception ID noted in the business purpose?
 - (A) <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94685>
- 11 If this was an order placed on the phone are the words “PHONE ORDER” in the business purpose?

Appendix F

Chrome River Checklist for T-Card Transactions - Meals & Travel

- 1** Did the user use the appropriate naming convention for the report?
 - (A) T-Card – Meal example
<report owner> . <Date of Service>. <Vendor>
J.Doe.07012022.The Bread Company
 - (B) T-Card – Travel example
<report owner>.<date of trip>.<destination>
J.Doe.07012022.Mexico
- 2** Is the transaction attached?
- 3** Are the Who, What, Where, When and Benefit to the University included?
 - (A) If it's a meal what was the purpose of the meeting/activity?
 - (B) The number of attendees is required.
 - (C) Affiliation of attendees is required (employees or non-employees).
 - (D) Was alcohol served? Please note that alcohol may only be charged on an ICR or Gift funds.
- 4** Is the receipt attached and do they match the report?
 - (A) The receipt must be itemized detailing all food and beverage purchases.
- 5** Have the paper receipts been turned into the business office?
- 6** Is the account code correct?
 - (A) Account code resource: <https://accountcodesearch.uillinois.edu/>
- 7** Is the order or invoice number in the benefit purpose statement?
- 8** If tax is being charged, please note if you are pursuing a refund of it, or if you are unable to get a refund on it.
- 9** Is there a request for travel authorization (RAT form)? Is it attached?
 - (A) See appendix E
- 10** Are all itemized hotel and transportation receipts attached?
 - (A) transportation receipt should state class of service
- 11** Is the travel for instate or out of state? (Determined by destination)
- 12** Is the expense for an Employee or Non-Employee?
 - (A) If it's non-employee travel, please select the non-employee tile
- 13** Is this international travel?
 - (A) If so, please make sure the approval from the department UEO is attached.
 - (B) Enrollment is required for International Insurance. www.safetyabroad.illinois.edu
- 14** If a conference was attended is this the conference hotel?
- 15** Is the conference brochure included in the documentation?

Appendix G

NOTE FROM THE UNIVERSITY:

This exemption letter and the University's tax exemption number may be used **only** for authorized University business purposes. Personal or other unauthorized use of the tax exemption number or letter by any person may constitute a crime and may result in disciplinary or legal action.

Vendors: Do not use the University address listed above for billing purposes. Please obtain the proper University billing address from the purchaser.

OFFICIAL DOCUMENT	State of Illinois - Department of Revenue	OFFICIAL DOCUMENT
Illinois Sales Tax Exemption Certificate		
UNIVERSITY OF ILLINOIS - ALL CAMPUSES		
506 S WRIGHT ST # MC-339 URBANA IL 61801-3620		
Sales Tax Exemption Certificate		
Issue date: 02/10/2020	Sales Tax Exemption	E99899779
Expiration date: 03/01/2025	Organization type:	Governmental
This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.		
		  Director
OFFICIAL DOCUMENT - DO NOT DESTROY		

Instructions: Purchase Order Special Payment Request Form

This Purchase Order Special Payment Request Form is a “Smart” Form. Questions will populate as you work your way through the document. The questions that you are asked will be based upon your previous answers.

This form requires you to apply an Adobe certificate-based digital approval. Upon signing you will be prompted to save a copy of the form for your records. If you have not used a digital approval before use the document, [How the Adobe Signature Field works](#), to assist you. this is a one-time process. Once you have created a digital approval it can be used in other Adobe-based applications.

Purchase Order Special Payment Request

Special Payment Requests should only be used as an exception for payments required for one of the following reasons. This form is not to be used as a daily payment process, nor should it be used to accelerate payment, or to combine multiple vendor invoices into one Banner transaction. Each vendor invoice must be accounted for individually in Banner.

Forms received by University Payables which do not meet the above criteria will be processed per the terms established on the PO. Pick up checks will not be processed unless a valid business reason as to why the check cannot be mailed is provided on the Special Payment Request Form.

Hint: if you hover above the fields you will see more detailed description.

University ☐ Urbana ☐ Chicago ☐ Springfield

Select reason for Special Payment Request (hover over type for definition)

☐ Prepayments/Deposits ☐ Summary/Protected Information Invoice ☐ Recurring ☐ None

(If applicable) This is a: ☐ Check Pickup ☐ Wire Transfer

Payee Name _____ Banner Vendor Number _____

Vendor Invoice Number _____ Banner Address: Type: _____ Sequence: _____ Invoice Date _____

[Banner Vendor ID and Address Query](#)

Amount to be paid
(hover for details) _____ Currency of payment _____

Is this request for a requisition in iBuy? ☐ Yes ☐ No ☐ Req Number ☐ PO Number _____

Special Instructions

Business Reason for Special Handling

Unit Contact Name _____ Unit Contact Phone _____

Unit Contact Email _____

Department Approval _____

[Click here to E-mail](#)

This form **must** be submitted **at least 7 business days prior to payment due date.**

University Payables: (217) 333-6583, obfsupay@uillinois.edu

UPAY Approval _____

Software Request Form Instructions:

The Software Request form is intended to be used solely by University departments that are requesting to use software within the scope of their employment with the University.

Throughout this form, the word "Software" will be used to mean any type of software or software-as-a-service, whether cloud-based or on-premise, whether or not there is any cost to the University associated with obtaining and/or using the software.

This form contains logic, and based on answers provided, not all questions will be presented. Questions presented are required to be completed.

Before submitting save a copy for your records.

Submission of this form *does not* constitute automatic authorization to purchase, download or proceed with using the software.

Note: You are required to obtain terms and conditions or written contract terms (e.g., software license agreement, end user license agreement, terms of use, terms of service, etc.) from the supplier prior to completing this form. In addition, supplier contact information is required.

Urbana Software Request

If you have any questions while completing this form, please email urbanapurchasing@uillinois.edu.

Date Software is needed _____

Be aware that the contract review process may take some time, as there may be multiple University departments involved in the process of this contract.

Department Contact Information

First Name: _____ Last Name: _____ University Email: _____

Department: _____ Phone Number: _____

Will you be the primary contact for questions about this software? ☐ Yes ☐ No

List any other University department(s) that you are aware of that are currently using or are interested in using this software.
Provide contact information, if known.

Is the software being purchased from? ☐ Manufacturer ☐ Reseller

Will the software be loaded/hosted on

☐ University of Illinois Hardware (University machines/servers)

☐ University of Illinois cloud offerings, Amazon Web Services (AWS), Azure, Google

☐ Vendor's Cloud

Enter previous University contract number (if applicable) _____

How will the software be purchased or obtained?

☐ Requisition/Purchase Order

☐ Free/No Cost

☐ Donated to University

How is the software priced?

☐ Annual Fee

☐ One-time Fee

☐ Periodic Subscription

☐ Multi-year Contract

Is this Software intended for University use within the scope of University employment? This includes software that will be used for a class.

☐ Yes ☐ No

What is the anticipated number of users for this software?

☐ 1 - 25 users

☐ 26 - 50 users

☐ 51 - 100 users

☐ 101 - 500 users

☐ more than 500 users

Data Privacy (GDPR, PIPL, HIPAA, FERPA)

You will need to work with the end user to obtain answers to the following questions.

Will this software be used in a classroom or student laboratory? ☐ Yes ☐ No ☐ N/A

Is this software required by an instructor for classes/coursework? ☐ Yes ☐ No

Who will use this software? (Check all that apply)

☐ Students

- ☐ Students using the software within the scope of University employment
- ☐ Faculty
- ☐ Staff
- ☐ External Users (e.g., non-university researchers, alumni, volunteers, youth/parents, independent contractors)
- ☐ Other

Will any of the following information be provided to the supplier by either University employees or students to set up access to the software or in using the software? (Check all that apply)

- ☐ Class roster
- ☐ Course name or number
- ☐ Student name, email, phone number or other directory information provided **only** by the student
- ☐ Student name, email, phone number or other directory information provided by the University or by both University and student
- ☐ Sensitive Personally Identifiable Information (PII) related to students. (e.g., Social Security Number, personal health information, etc.)
- ☐ Student ID number
- ☐ Transcripts, grades or other instructor feedback
- ☐ Student course list or academic schedule
- ☐ Student work of any kind (e.g., papers, projects, designs, videos, analysis or other assignments), whether graded or not
- ☐ Student tests, quizzes or other assessments
- ☐ Student survey or poll responses
- ☐ Communications, emails or posts involving students (to, from or about students)
- ☐ Other information that is related to students that has not been listed here
- ☐ None of the above

Will this software be capable of recording either video or audio?

- ☐ No
- ☐ Yes, but I do not intend to use recording featured (if your needs in the future change and you do intend to use recording features (audio/video), notify the Purchasing & Contracts Management Office
- ☐ Yes, I intend to use recording for the following purpose, describe below

Is this Software intended to store/maintain/process data for individuals physically located in the European Economic Area (EEA) or the United Kingdom (UK)?

- ☐ Yes
- ☐ No

Does the software receive, create, maintain, or transmit electronically Protected Health Information (PHI)?

- ☐ Yes
- ☐ No

Is this software intended to store/maintain/process data for individuals physically located in the People's Republic of China?

- ☐ Yes
- ☐ No

Does the software receive, create, maintain or transmit personally identifiable information (PII)?

- ☐ Yes
- ☐ No

Does the software receive, create, maintain or transmit high risk data? (Ex. Social Security Numbers (SSN), genetic information, biometric information, etc.)?

- ☐ Yes
- ☐ No

Does the software implement or use artificial intelligence (AI), machine learning(ML), chatbot or other capabilities?

- ☐ Yes
- ☐ No

Have you completed a Lightweight Risk Assessment (LRA)?

☐ Yes ☐ No

Export Control

Does the Supplier expressly identify the Software or related support documentation as controlled under U.S. or foreign export laws or regulations?

☐ Yes ☐ No

Will the Software, support documentation, and/or associated data files be installed or reside on any portable electronic device(s), such as a laptop or tablet computer, which will be taken on trips outside of the United States?

☐ Yes ☐ No

Accessibility

The University of Illinois is committed to ensuring equal access to information, programs, and activities for all its constituents through its use of Information and Communications Technology (ICT) (information technologies, web pages, web-based applications, operating system-based applications, and related electronic information) to provide online instructional content, services, programs, activities, and resources. The university is required to procure and utilized accessible ICT or the most accessible ICT available on the market that best meets the business need. If you have questions about digital accessibility evaluation, contact your unit's IT Accessibility Liaison or the [ADA IT Coordinator](#).

Has the accessibility of the Software (ICT product) been evaluated?

☐ Yes ☐ No

For what purpose will this technology be used (check all that apply)?

- ☐ Instruction
- ☐ Non-Instructional Student Use
- ☐ Employee Use
- ☐ Research
- ☐ Public Engagement
- ☐ Other (Please describe below)

What is the scope of use for this technology?

- ☐ Single team or individual use
- ☐ Single department
- ☐ College or similar scale
- ☐ Campus-wide
- ☐ System-wide

Describe the intended use of the software

Integration and Revenue Generation

Will any data be exchanged between this Software and any existing enterprise University Information Technology resources or systems (including but not limited to: Banner, iBuy or Learning Management System Canvas)?

☐ Yes, describe below ☐ No

Will the use of this Software collect funds or generate revenue for the University, regardless of how the University receives the payment (e.g., check, credit card, online ACH, or wire transfer etc.)?

☐ Yes ☐ No

This Software requires review by the Purchasing and Contracts Management Office of the electronic software agreement.

Approvals

I, on behalf of my department, will ensure all authorized users are made aware of the Software agreement terms and conditions.

I, on behalf of my department, am recommending this Software purchase be accepted for review.

By checking the box below, I agree that the information provided on this Form is accurate and complete and that the Software will be used for the purposes set forth.

☐ I agree

☐ I have secured authorization from the following individual to agree. (Include Full Name and Email Address)

Name: _____

Email: _____

Thank you - please see below for further action steps to finalize your request:

Purchase Order: If there is a cost to the University associated with your purchase and you are paying via purchase order, please submit a requisition in iBuy. Please upload to the requisition in the Internal Notes and Attachments section your completed Form and any additional documentation that may need review or is associated with your request (i.e., quote, agreement requiring signature(s), terms and conditions, license agreement, etc.). You will be notified when your request has been reviewed.

For Receivable, No Funds, or Hybrid , upload this completed form and any additional documentation that may need review or is associated with this software to your contract request (i.e., terms and conditions, license agreement, etc.). You will be notified when the contract request has been reviewed.