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.

Contents

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 be advised that the information contained in this document is subject to revision in accordance with updates to University policies, procedures, and software requirements. For the most current and authoritative information, users are directed to consult the University's Business & Finance website. **It should be noted that the IGB does not create, determine, or establish University policy.** https://www.busfin.uillinois.edu/

Purchasing: ([**Policy & Procedure 7. Purchasing**](#)) *Typically, the IGB facilitates purchases exclusively for org code 231xxx* For Grant-related funds, please contact* [*grants@igb.illinois.edu*](mailto:grants@igb.illinois.edu)
Tips:

- *Each purchase must include a clear justification that outlines its business purpose and how it benefits the University. Please include this in the internal notes and comments section on your purchase requisition.*

C-FOAPAL - At the University of Illinois System, C-FOAPAL refers to the structured accounting string used in Banner to record financial transactions accurately and consistently across the system. The C-FOAPAL string ensures that every financial transaction is accurately categorized by campus, funding source, responsible department, type of transaction, purpose, and, when relevant, project or physical location. This enables consistent financial reporting across the University System and supports compliance with internal policies, auditor requirements, and regulatory standards

- **C – Chart (1 digit):** Identifies the campus or administrative unit.
    - 1 = Urbana–Champaign
    - 2 = Chicago
    - 4 = Springfield
    - 9 = System Offices [Bus Finance+1](#)
- **F – Fund (6 digits):** Indicates the funding source (e.g., state, gift, grant, self-supporting, etc.) [Bus Financestudylib.net](#)
- **O – Organization (6 digits):** Specifies the department or unit responsible for the activity (e.g., college, administrative office) [Bus Finance+1](#)
- **A – Account (5 or 6 digits):** Classifies the type of financial transaction (expense, revenue, asset, liability, etc.) [Bus Finance+1](#)
- **P – Program (6 digits):** Defines the function or purpose of the transaction (e.g., instruction, research, public service), following NACUBO standards [Bus Finance+1](#)
- **A – Activity (optional, 3 or 6 digits):** Used optionally to track specific projects or initiatives [Bus Finance+1](#)
- **L – Location (optional, 6 digits):** Used primarily for fixed assets to indicate a physical location like a building or room

[**Account Code Search**](#) - The **account** code is either a five-digit code (for the general ledger) or a six-digit code (for the operating ledger) that designates a transaction as an expense, revenue, transfer, asset, or liability. Proper account code usage is crucial for accurate financial reporting and state reporting requirements.
For further details on this important segment of the C-FOAPAL accounting string, refer to UAFR's dedicated [Banner Account Codes](#) webpage.
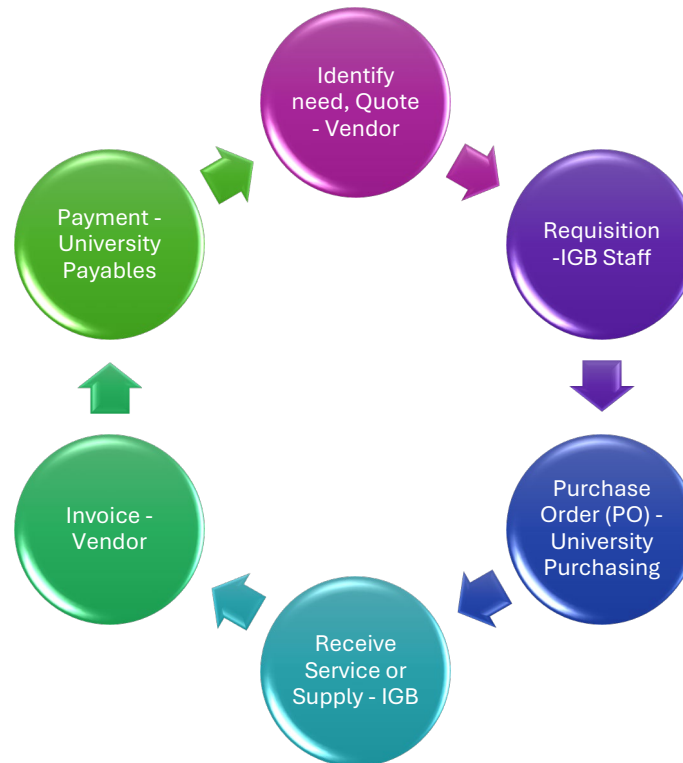[**Commodity Codes**](#) – Commodity codes are essential for accurate reporting and accounting for all university purchases. Please refer to the file below for a comprehensive list of university commodity codes.

The University's preferred methods of authorized purchases include:

- iBuy – iBuy is an online marketplace for purchasing goods and services at the University of Illinois System. It combines the use of Internet technology with procurement best practices to simplify the purchasing process and reduce costs.

iBuy Purchasing Lifecycle

Identify need, Quote - Vendor

Requisition - IGB Staff

Purchase Order (PO) - University Purchasing

Receive Service or Supply - IGB

Invoice - Vendor

Payment - University Payables

- Emburse Enterprise – Emburse Enterprise is the University of Illinois System's travel and expense management tool. Emburse Enterprise includes a lot of user-friendly features that are very well suited for the University of Illinois community. Emburse Enterprise is used for, automated approval routing, automated spend control, mobile access and approvals, integration with leading financial systems, credit card integration, in-application feature training and assistance, online dashboards
    - PCard – The University of Illinois Purchasing Card (PCard) is a system-paid, system-liability MasterCard that may be used by University of Illinois System employees for point-of-sale purchases. It is intended for buying qualified supplies and/or small equipment costing $7,500 or less. It functions as a streamlined procurement method for smaller purchases, and transactions must comply with system procurement policies, allowable expenditure guidelines, funding restrictions, payroll and tax-related regulations, as well as all applicable state and federal statutes
    - TCard – The TCard (Travel Card) is a System-paid, System-liability MasterCard® that may be used by University of Illinois System employees, with authorization from their Department Head, to purchase qualified travel expenses,

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business meals, and/or refreshments for specific events. It is intended to relieve employees from significant out-of-pocket costs.

- o Employee Reimbursement – At the University of Illinois, **employee reimbursement** means paying back employees for approved, work-related expenses they paid out of pocket—like travel, meals, or small purchases (under $500). To get reimbursed, employees must submit a request through the Emburse system within **60 days**, with receipts and a clear business purpose. If submitted late, the payment might be taxed. All reimbursements must follow university and IRS rules, and anything over $500 usually has to go through the university's purchasing process instead of personal payment.

- Amazon Business – The University of Illinois allows employees to use its **Amazon Business account** to buy items **only when iBuy options aren't available**. Purchases must be **for university business only**—**no personal orders**. Only authorized users can access the account and get **sales tax exemption**. If you're not authorized, ask your **Department Card Manager (DCM)** to help. Buying with personal funds may not be reimbursed. The university also gets **free two-day shipping** through Amazon Business Prime. Misusing the account or tax exemption can lead to **disciplinary or legal action**, and all purchases must follow university purchasing policies.

If all methods have been exhausted, Amazon Business is available with authorization.

Tax Exempt Status - The University of Illinois System is an instrument of the State of Illinois, and as such, it is exempt from federal income tax under Section 115 of the Internal Revenue Code. The Internal Revenue Service also recognizes the U of I System as exempt from federal income tax under Section 501(c)(3).

IPHEC & Bulletin Awarded Vendor

- Unexpired quote - MUST have the IPHEC or Bulletin Award number on the quote
- Sole Source Justification form - Purchases $25K or more using Federal Funding
- *Purchasing software may require a Low Risk Assessment (LRA) in iBuy
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

Less than $10k

- Unexpired quote
- *Purchasing software may require a Low Risk Assessment (LRA) in iBuy
- Generative AI Awareness & Acknowledgement form - AI related purchases
- Board of Trustee approval is not required

$10K to $24,999

- 3 unexpired quotes
- *Purchasing software may require a Low Risk Assessment (LRA) in iBuy
- 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
- *Purchasing software may require a Low Risk Assessment (LRA) in iBuy
- 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 ecomonical vendor is chosen from the 3 quotes. Quantifiable factors must be support this choice.
- Sole Source Justification form - Using Federal Funding
- *Purchasing software may require a Low Risk Assessment (LRA) in iBuy
- Generative AI Awareness & Acknowledgement form - AI related purchases

*A low Risk Assessment is required when a third-party vendor will host or access non-public university data (e.g., cloud services, integrations, or direct data sharing). If uncertain, review iBuy instructions or contact UIUC Purchasing and Contract Management at urbanapurchasing@uillinois.edu
- Please note that purchases that include any of the above items can take anywhere from 3-4 weeks to complete. Please plan ahead for the best results.

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iBuy:

For a successful purchase in iBuy, an ***itemized quote*** is required for all purchases. This includes the vendors name, address, email, and phone number. It also needs to include the end users contact information and ship to address.

When entering information into the iBuy requisition form, you will need the end users name, phone number, ship to address, and CFOAPAL(s)

PCard: *All purchases are tax exempt* (See Appendix D for the most recent Sales Tax Exempt Certificate)
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 – Please note, there is a 15 day lead time on exceptions.

TCard: *Please provide a tax-exempt form when needed* (See Appendix D for the most recent Sales Tax Exempt Certificate)
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. (see Travel for more details, page 9 of this document)

TCard Exception Form – Please note, there is a 15 day lead time on exceptions.

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IPHEC and Illinois Higher Ed Bulletin: https://www.iphec.org/

Vendors listed through **IPHEC (Illinois Public Higher Education Cooperative)** and the **Higher Education Bulletin** are generally preferred because they have met State of Illinois procurement and compliance requirements. Here are the main reasons:

- **Pre-vetted and compliant** – These vendors have gone through competitive procurement processes or have been pre-approved under state contracts, ensuring compliance with state and university procurement laws.
- **Streamlined purchasing** – Using them often reduces administrative steps, since their pricing, terms, and conditions have already been negotiated and approved.
- **Cost efficiency** – Cooperative contracts (such as IPHEC) leverage the collective purchasing power of multiple universities, resulting in more favorable pricing and contract terms.
- **Reduced risk** – Because they are vetted, there is less risk of vendor performance issues, policy violations, or audit concerns.
- **Policy alignment** – Universities are encouraged, and sometimes required, to use existing cooperative or state contracts before pursuing independent procurements.

FOB Codes:

In the **University of Illinois procurement system** (e.g., Banner), an **FOB Code** is typically a system-defined field that: Specifies the **shipping location or method**, Indicates **who pays for freight**, Determines **when risk/ownership of goods is transferred**.
FOB Codes:

- A) Freight/Shipping charges should not be invoiced by the Supplier FOB 31
- B) Freight/Shipping charges are to be invoiced by the Supplier and allowed. FOB 30
- C) Special Shipping Instructions (Include ext notes applicable documentation/PO Clauses) FOB21

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. Directions on how to complete these steps can be found at https://www.uiucpurchasing.illinois.edu/news/non-conforming-after-the-fact/

A Non-Conforming purchase order results in significant consequences, including delayed invoice payments, added administrative steps, and compliance risks. Because goods or services were received without a valid contract or PO, the unit must cancel the original PO and submit a new "After the Fact" requisition in iBuy with required documentation: the vendor's final invoice, a signed department head letter explaining the violation and corrective actions, and a vendor release form releasing the University from liability. Until these are provided, the requisition may be placed on hold, creating payment delays and exposing the University to legal and policy violations.

Consequences of a Non-Conforming PO

- **Payment delays** – invoices are held until corrected.
- **Extra steps** – cancel PO, resubmit as "After the Fact" requisition.
- **Required documents** – vendor invoice, department head letter, vendor release form.
- **Administrative burden** – requisition may be returned if incomplete.
- **Compliance risk** – violates Illinois Procurement Code and University policy.

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Emburse Enterprise:

Emburse Enterprise (formerly Chrome River) is the online employee reimbursement and card reconciliation program for the University of Illinois System. 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

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 https://blogs.uofi.uillinois.edu/view/9081/1249356906

- 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.

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- 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
- 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 C)*
- Lodging
- Transportation – this can be airfare, car service, etc.
- Per diem – Per diem is a daily allowance for meal expenses while in travel status that includes an overnight stay. Per dem is not given for same-day travel. Per diem supplements the cost of meals. Receipts are not required to receive this per diem allowance.
- What is the travel for – Explanation of travel, business purpose
- Needed documentation for expenses, such as conference documentation and/or agenda
- Travel payments & reimbursements – Travel expense when a TCard is not available
- 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 C)*
- 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.

- 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.
- 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.
- 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.
- 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.

Reimbursement of Expenses:

Reimbursement to Employees

Employees can also pay for travel expenses with a personal credit card and then submit an Expense Report through Emburse Enterprise for reimbursement after travel is completed. Please note that the University does not reimburse tax. Use the tax-exempt form on appropriate purchases. Please submit the **required** itemized receipts to the Gatehouse Mailroom.

Employee reimbursement is done through Emburse Enterprise. 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

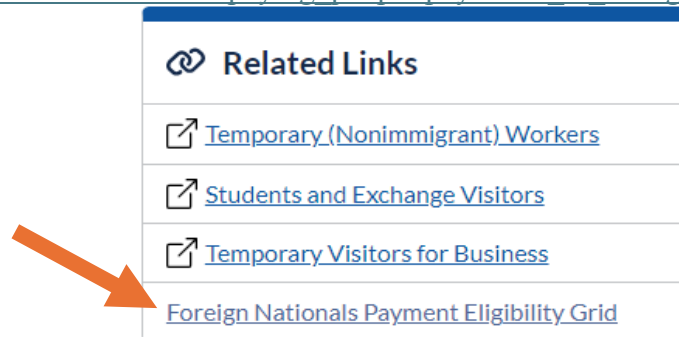**If traveling internationally, the following are also required:**
- Proof of international travel insurance
- Translated receipts (if originals are not in English)
- Exchange rate documentation

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
- 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

🔗 **Related Links**

↗ Temporary (Nonimmigrant) Workers

↗ Students and Exchange Visitors

↗ Temporary Visitors for Business

Foreign Nationals Payment Eligibility Grid

Tips for successfully setting up a Cash Advance for Human Subject Payments
Information you must have:
- IRB number
- The name of the study
- Number of participants
- Amount each participant will be paid
- The start and end dates of the study

Please note: The IGB does not have the authority to develop, implement, or establish University Policy.

Tips on individual fields in Emburse
- Begin the report title with the prefix ADV (eg. ADV Human Subject Photo Study) so they are more easily identified
- Business purpose: Use the name of the study as the business purpose
- The SPENT field is the amount you are requesting
- In the description field explain how the funds will be spent. For example: Requesting $600 to provide eight participants with $75 gift cards

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:
- https://uofi.app.box.com/s/nh39e4m29whntv2uiaduewphntxkfmjg

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

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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
  - o 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:
- https://www.busfin.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-wire-transfers

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**: https://www.busfin.uillinois.edu/buying_contracts/paying/vendor_invoice/special_payment_requests/
  - o There are very few situations where a special payment request will be approved by University Payables (UPAY). They make the final determination.
  - o You can submit a special payment request form through iBuy Special Payment Form.

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- **<u>Wire transfers</u>**: Policy 8.8.2
  https://www.busfin.uillinois.edu/bfpp/section-8-payments-reimbursements/request-payment-wire-transfers/
  - o Payments where a legal/contractual requirement or international payments are made more securely.
  - o To submit a wire transfer, please complete the Electronic Funds Transfer form and attach it to your wire transfer request through iBuy.
- **<u>Honoraria:</u>** Policy 8.6.2
  https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2143008
  - o An Honoraria cannot be paid to a University employee.
  - o Payments are processed through Emburse Enterprise similar to invoice processing.
- **<u>Payments to Foreign Nationals</u>**
  https://www.busfin.uillinois.edu/paying_people/payments_to_foreign_nationals/
  - o There are multiple steps for foreign national payments. Please contact the IGB business office for assistance.

Appendix

Appendix A 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)

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).

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

☐ 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)	☐	☐	
Small Disadvantaged Supplier(s)	☐	☐	
Woman-Owned Small Business Supplier(s)	☐	☐	
Hubzone Small Business	☐	☐	
Veteran Owned Small Business	☐	☐	

Wet Signature or Adobe Signature: _____ **Date: _____**

(03/15/2023)

Appendix B **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			

Crrgpfkz 'E" **Carl R. Woese Institute for Genomic Biology**
TCV 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 D

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:
02/11/2025
Expiration date:
03/01/2030

Sales Tax Exemption   E99899779

Organization type: Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE

Director

OFFICIAL DOCUMENT - DO NOT DESTROY