

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

*Please note: This document will change as University policies and procedures and software requirements change.

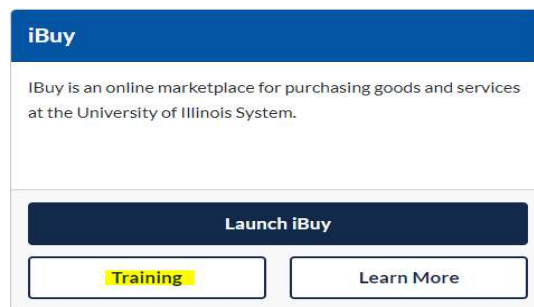
Always refer to the University's Business & Finance website for the most up-to-date information.

<https://www.busfin.uillinois.edu/>

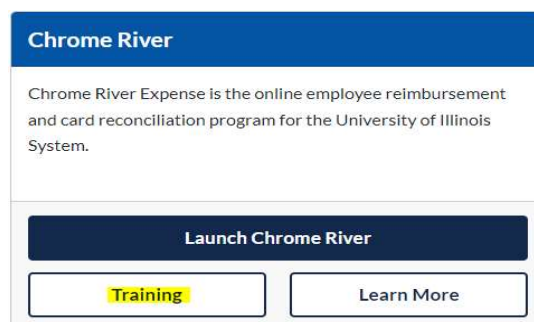
Trainings:

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.

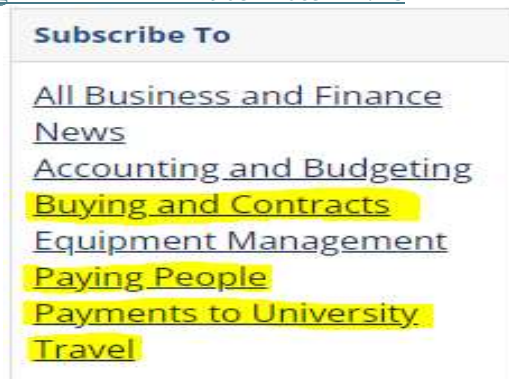
- PCard training – All employees who are identified by their units as Cardholders, or as a Delegate for these roles must complete the PCard training and pass the annual certification quiz **100%** prior to being assigned a role(s) in the PCard software.
- TCard training – The applicant completes the 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*

Please note that purchases that include the following can take anywhere from 3-4 weeks to execute. Plan ahead for the best results

- If the purchase of machinery or an item is LESS than \$10,000
 - Unexpired quote (with shipping if applicable)
 - Who is the order for
 - Ship to address
 - Valid CFOAP to bill
- If the purchase of machinery or an item is \$10,000 or more
 - Unexpired quote (with shipping if applicable)
 - Who is the order for
 - Ship to address
 - Valid CFOAP to bill
 - Small Purchase Waiver (*See Appendix A*)
- If the purchase of machinery or item is \$25,000 or MORE using Federal Funds (Funds that start with a 4 or 5)
 - Unexpired quote (with shipping if applicable)
 - Who is the order for
 - Ship to address
 - Valid CFOAP to bill
 - Small Purchase Waiver (*See Appendix A*)
 - Source Selection & Price Justification Form \$25,000 or more
 - (*See Appendix B – Ledger 5 Accounts except 35000 through 39999, or 70000 and higher*)
 - (*See Appendix C – Fund Range 400000-497000 & 6000000-609999 or Federal Pass Through 500000 – 599999*)
- If the purchase of machinery or item is \$100,000 or more
 - Unexpired quote (with shipping if applicable)
 - Who is the order for
 - Ship to address
 - Valid CFOAP to bill
 - Sole Source Justification Form (*See Appendix D*)

iBuy:

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

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

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

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

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

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

Travel: Travel Policy 15 Under Policies & Procedures

Personal travel is not approved for employees

Non-employee travel expenses are at the discretion of the department

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/>

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 reach out to Carla or Justine when an individual case needs an elevated approval for special circumstances.

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 E*)

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

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

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

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.

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.

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/cms/One.aspx?portalId=1993898&pageId=2117010>

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 I) 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 I) <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>
 - 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.

Choose one:

Small Purchase Quote Waiver

- ☐ To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University of Illinois requires the submission of multiple quotes for requisitions that are considered a small purchase and are greater than or equal to \$10,000. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Quote Waiver may be submitted in lieu of multiple quotes.

Small Purchase other than Lowest-Price Waiver

- ☐ To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University of Illinois requires the submission of multiple quotes for requisitions that are considered a small purchase and are greater than or equal to \$10,000. In certain scenarios, the lowest-priced quote may not meet the needs of the University. In the event a requisition is submitted requesting a purchase from a vendor other than the lowest-priced quote, this Small Purchase other than Lowest-Price Waiver must be submitted.

Check all that apply:

- ☐ The supply or services is only available from a single vendor.
- ☐ There is a need for a brand name product that is not available from multiple vendors.
- ☐ There is not a supply base that can meet the regional or geographic requirements for the product or service.
- ☐ The supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University.
- ☐ The supply or services quoted was not able to be provided in the time required by the University.
- ☐ There is an urgent need for the supply or service that does not allow time to obtain multiple quotes.
- ☐ Other

Provide qualifying information for your selections above:

Brief Description of Purchase:

Estimated Dollar Amount: \$ _____ Requisition Number: _____

I understand that:

- The information provided in this waiver must be a truthful and accurate representation of the small purchase referenced.
- It is normally in the best interest of the University to obtain multiple quotes.
- A new waiver must be completed for a new/subsequent purchase.
- It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a small purchase. For more information visit www.sell2.illinois.gov.

Requestor's Name

Email

Phone

Department

Signature

Date

Click in the signature field above to create your 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 signature before use the document, [Setting up your Adobe Digital Signature/Approval](#), to assist you.

Appendix B

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 C 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).

☐ 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)

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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"/>	

Wet Signature or Adobe Signature: _____ Date: _____

(03/15/2023)

Appendix D 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 E 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 F

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 G

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 H

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.			
		 ILLINOIS REVENUE <i>[Signature]</i> 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 _____