

## Reminders of Required Forms for Processing

This list is to provide you with a quick reference of the forms required by purchasing auditors. When completed, forward to the Office of Academic Affairs for signatures.

### Authority to Pay (used for current UCO employees)

- Authority to Pay form, documenting the reason for the extra pay, note new form required August 2017.

### Catering

- Catering guides and menus can be located at: <http://www.uco.edu/administration/conference-events/catering/index.asp> All on campus events with catering expenditures exceeding \$200, have to go through Conference & Events. If you have a less expensive quote from an outside vendor, take that estimate to Conference & Events to give them a chance to better serve your needs.
  - Auxiliary Encumbrance form
  - MERF form

### Check Request (not from 01 account and less than \$1,000)

- Check request form with itemized receipts
- OSF form 3, notarized
- MERF form, if for meal expense

### Mileage Reimbursement

- Three-in-One Travel Reimbursement form, tag number required
- Map quest print out showing mileage, from UCO

Payment of Non-UCO Employee (for services under \$2,500) see link for forms <http://sites.uco.edu/administration/pur-pay-trav/new-purchasing/documents--forms.asp>

### Services agreement, Guest Speaker, Performance Contract

- Requisition to encumber the funds for payment
- W-9, required for anyone not in the Banner system
- Guest speaker contract is for a flat fee, inclusive of all expenses
- OSF Form 3, this generates the payment action by Accounts Payables (or invoice) (not needed for Performance contract)

### Payment of Non-UCO Employee (for services over \$2,500)

- Requisition to encumber the funds for payment
- Services Agreement, Guest Speaker, Performance Contract
- W-9, required for anyone not in the Banner system
- Sole Source/Brand Affidavit
- OSF Form 3, this generates the payment action by Accounts Payables (or invoice, not needed for Performance Contract)

## Pre-Payment of Registration Fees and Reminders from the ProCard Office

- Early Bird Registration: Procards may be used if there is a cost savings with early bird registrations. This form is required even if a requisition is done for early registration.
- Note: When an employee fails to attend or cancels participation in an event but still incurs some costs due to prepayment, the **employee** is personally responsible.

## Reimbursement

- OSF Form 3, notarized and itemized receipts attached
- Meal Expense/Reimbursement form (MERF), if this is a food expense

## Request for Price Quotations

- Check the list of current contracts to see if your vendor may be listed.
- If you have a requisition for goods over the \$2,500, attach the Request for Price Quotation form or emailed quote from vendor.
- Fax or email this form to three vendors for a comparable price quote (many times Purchasing can make suggestions of comparable vendors to contact).
- Note on the form that you need a response by a particular time.
- Failure to respond by that deadline will be a “no response quote” and will count as one of the required price quotes.

## Letter of Justification

- Letter of justification is required if requisition is created after the purchase.
- Explain why the purchase happened before the requisition to encumber the funds was in place.
- Reference the university’s purchasing policies and the understanding of these policies.
- Letter requires financial manager’s signature.

## Software Purchases

- Prior approval from IT must be attained before submitting requisition to Purchasing for software purchases. Attach documentation of approval with requisition of any non-pre-approved software.

## Travel

- Refer to the latest travel guidelines at <http://sites.uco.edu/academic-affairs/forms-links/travel.asp> and <http://sites.uco.edu/administration/pur-pay-trav/new-travel/index.asp>
- Use state approved travel agencies for airfare.
- Complete the Online Expense Report if original travel was completed in the TEM or complete the OSF-19 Form for reimbursement. Both require itemized receipts attached for any reimbursable expenses.