

**Subject:** [UAF Finance L] FY20 Procurement and Travel Reminder

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**To:** UAF Finance List <ua\_finance\_l@lists.alaska.edu>

UAF Finance List provides information on unrestricted funds, determination and routing for such. If you need more details on specific topics,

Expenditures to cancel the lease under exigent circumstances (or other events) require additional scrutiny in determining the essential nature of the expenditure. AFA Director provided advance guidance on [budget communications page](#) and OFA's [exigency guidance page](#).

Expenditures must meet one or more of the following criteria:

- Required for delivery of instruction and research that has a direct bearing on the safety, health, or well-being of students or staff. Significant downstream cost (contact the vendor to determine if there is a grace period or alternative method that may postpone the expenditure). Approval of supervisor approval. Deans and directors may implement additional controls on travel within their units.

#### Utilities and Leases

Process remains the same as prior

### Small Dollar Procurement (call numbers, procard)

Procurement card and call number purchases must receive advance approval from the unit dean or director. Authorized approvers will exercise professional judgement and be as conservative as possible when determining which purchases are essential, and will ensure that purchasers clearly understand the scope of the approval. Records backup must include a copy of the approval.

### Requisitions

UAF's Vice Chancellor for Administrative Services will provide approval on all essential purchases. Prior to data entry, route the request through the unit dean or director for approval. Upon entry, use