

Procurement & Contracting Services (PACS)

Cheat Sheet

If the Vendor is not currently in the UAccess system, a W9 form is required prior to creation. Departments can request this form from the vendor to help speed up the vendor creation process. If Purchasing has to do this it will slow down the processing of your requisition.

Orders for \$5,000 OR LESS	Orders between \$5,000 - \$50,000*
include the following in the notes and attachments:	
<ol style="list-style-type: none"> 1. A justification for not using the P-Card. 2. If the order is to a Big Business, a justification for not using a Small Business (Business types can be found under the Supplier Diversity Tab in the vendor's information and can be found on the PACS website) 3. If the order is to an individual and is for a service, send PACS the ICON form. (The ICON form must not be attached to the requisition but rather faxed or sent via campus mail. Any document that contains sensitive material, such as social security numbers, must not be attached for security reasons) 	<ol style="list-style-type: none"> 1. Quotes from at least 3 vendors for the same item(s) 2. A sole source justification - if there's only one source for the goods or services. 3. ICON Form - if the order is to an individual and is for a service. 4. Expenditure Authorization Form – if the order exceeds \$50K and is state funded. 5. Consultant Agreement (available from PACS) – if the order exceeds \$10k and is for a service.

*If the order exceeds \$50,000.00 then PACS will issue a competitive sealed bid or proposal or a sole source justification must be provided by the department.

Items to note when submitting a requisition:

1. If the order is tax exempt, the following blurb must be added somewhere on the requisition (as a note, in the description, on the line items, etc):

This purchase will be used for research and development purposes as that term is defined by ARS 42-5159(B)(14) and ARS-5061(B)(14). The exemption from sales tax pursuant to ARS 42-5061(B)(14) and from assessment of use tax under ARS 42-5159(B)(14) is authorized by _____ (end user).

2. When issuing an amendment to a PO, add a new line which explains the change order. If money is involved, PACS will apply it to the correct line or leave it as its own line, if necessary. Changes that don't involve money or accounting can be explained in the 'Notes & Attachments' sections of the requisition.
3. Any special instructions to the Buyer can also be added in the 'Notes & Attachments' sections of the requisition.