

**P&A services**

|                                                           | <u>under \$5,000</u> | <u>\$5,000 - \$19,999</u> | <u>\$20,000 +</u> |
|-----------------------------------------------------------|----------------------|---------------------------|-------------------|
| <b>Items provided by Department</b>                       |                      |                           |                   |
| Vendor name/address                                       | X                    | X                         | X                 |
| Vendor type (Corp., Inc., LLC, Sole Proprietorship...)    |                      | X                         | X                 |
| Doing business in State of (IL, MO, IA, IN...)            |                      | X                         | X                 |
| Scope of Work                                             | X                    | X                         | X                 |
| Reports/Deliverables                                      | X                    | X                         | X                 |
| Start date/End date                                       | X                    | X                         | X                 |
| Renewal options                                           |                      |                           | X                 |
| Subcontractor name(s)/address(es)/amount(s)               |                      | X                         | X                 |
| Cost detail                                               | X                    | X                         | X                 |
| Maximum Cost                                              | X                    | X                         | X                 |
| Method of Payment (net 30 days, check attached...)        | X                    | X                         | X                 |
| University assessment of risk (i.e., insurance liability) | X                    |                           |                   |
| <b>Signatures required</b>                                |                      |                           |                   |
| Vendor signature                                          | X                    | X                         | X                 |
| Department signature                                      | X                    | X                         | X                 |
| University signature                                      |                      | X                         | X                 |
| <b>Forms required</b>                                     |                      |                           |                   |
| Professional & Artistic Services Information Form (PASIF) | X                    | X                         | X                 |
| Contract Approval/Routing Form (CARF)                     |                      | X                         | X                 |
| Professional & Artistic Services Agreement under \$5K     | X                    |                           |                   |
| Professional & Artistic Services contract                 |                      | X                         | X                 |
| Request For Proposal (RFP)                                |                      |                           | X                 |
| * State Board of Elections certification                  | X <sup>1</sup>       | X                         | X                 |
| Certifications                                            |                      | X                         | X                 |
| Financial Disclosures/Conflict of Interest Certifications |                      |                           | X                 |
| <b>The flow (where to send forms)</b>                     |                      |                           |                   |
| University Payables                                       | X                    |                           |                   |
| Purchasing                                                | X <sup>2</sup>       | X                         | X                 |
| <b>Payment Mechanism - contract</b>                       |                      |                           |                   |
| Invoice Voucher                                           | X                    |                           |                   |
| Requisition                                               | X                    | X                         | X                 |
| iBuy                                                      |                      | X                         | X                 |
| <b>Payment Mechanism - Master Contract</b>                |                      |                           |                   |
| Invoice Voucher                                           | X                    |                           |                   |
| Requisition                                               | X                    | X                         | X                 |
| iBuy                                                      | X                    | X                         | X                 |