

From: **John Hebard** <[jahebard@alaska.edu](mailto:jahebard@alaska.edu)>

Date: Fri, Jun 28, 2019 at 5:02 PM

Subject: Policy Regarding FY20 Unrestricted Fund Purchases June 28, 2019

To: Deb Moore <[damoore@alaska.edu](mailto:damoore@alaska.edu)>, Mary Beth Schenk <[mcangell@alaska.edu](mailto:mcangell@alaska.edu)>, Richard Hitchcock <[rhitchc1@alaska.edu](mailto:rhitchc1@alaska.edu)>, Nathan Leigh <[nleigh1@alaska.edu](mailto:nleigh1@alaska.edu)>, Kara Axx <[kaaxx@alaska.edu](mailto:kaaxx@alaska.edu)>, Bobby Martinez <[bjmartinez@alaska.edu](mailto:bjmartinez@alaska.edu)>

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All,

Please disseminate to all procurement officers, procurement technicians and others with written delegations of procurement authority.

Due to the current budget uncertainty no purchase orders expending FY20 unrestricted funds are to be issued until guidance is provided by our campus and SW administration. Also, please ensure purchase orders that are issued, after the review is complete, include a clear statement regarding the University rights and responsibilities with regards to a declaration of financial exigency. The statement should read as follows:

“The Procurement Officer, by written notice, may terminate, modify, or suspend this contract, in whole or in part, when it is in the Contracting Agency’s interest due to a declaration of financial exigency. If this contract is terminated, the Contracting Agency shall be liable only for payment under the payment provisions of this contract for acceptable services and performance rendered before the effective date of termination, and the contract total price will be adjusted accordingly.”

I will work with the CFO and campus administrators to establish a review process for those requisitions already entered which will be provided to you next week

Sincerely,

John A. Hebard, C.P.M.

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