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**[UAFFinance-L] Procedures for Identifying and Executing Essential Purchases**

1 message

**Denise Caissie** <dcaissie@alaska.edu>

Tue, Jul 2, 2019 at 1:13 PM

To: uaf-procard-l@lists.alaska.edu, uaffinance-l@lists.alaska.edu

Cc: Deb Moore &lt;damoore@alaska.edu&gt;, JULIE.QUEEN@alaska.edu, John Hebard &lt;jahebard@alaska.edu&gt;

To: All UAF Financial Managers and those who enter requisitions into Banner or have UA Procurement Cards,

Earlier this morning guidance was provided from President Johnsen and Chancellor White limiting expenditure of the FY20 unrestricted funds to only those purchases that are necessary to meet immediate, critical missions and functions. The following are links to the memos:

<https://alaska.edu/files/pres/19.7.1-JRJ-Procurement-Restrictions.pdf>

[https://uaf.edu/chancellor/files/memos/2019-07-02\\_Procurement-and-Travel-Processes-with-attachments.pdf](https://uaf.edu/chancellor/files/memos/2019-07-02_Procurement-and-Travel-Processes-with-attachments.pdf)

For ProCard purchases using FY20 unrestricted funds please route them to your appropriate unit Dean or Director for approval prior to purchase. A copy of the approval must be placed in the ProCard purchase file.

Banner requisitions using FY20 unrestricted funds may be entered into the system. If you believe that an item or service you are trying to purchase meets the University's definition of essential as described in the guidance, please use the following copy in clause in the requisition document text (ESSTPURC). This will identify the requisition as a possible essential purchase and it will be forwarded to Vice-Chancellor for Administrative Services (VCAS) for review. The ESSTPURC copy in clause includes a space for a reason to be provided why a particular purchase is essential. Please use this space to assist the VCAS with her determination. Lastly, if you entered a requisition into Banner using unrestricted FY20 funds prior to July 1, and you believe that it meets the University's definition of essential as described in guidance, please email the procurement officer who has been assigned the requisition, provide your reasoning, and ask that it be forwarded to the VCAS for review.

Please share this information with those individuals who are in the above groups but may not be on these list-serves.

Thank you for your assistance as we work through our budget challenges over the next few weeks.

John A. Hebard, C.P.M.

UAF Director of Procurement & Contract Services

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**Subject:** [UAFFinance-L] Procedures for Identifying and Executing Essential Purchases (additional info)  
**From:** Denise Caissie <dlcaissie@alaska.edu>  
**Date:** 7/3/2019, 9:07 AM  
**To:** uaffinance-l@lists.alaska.edu, uaf-procard-l@lists.alaska.edu

To: All UAF Financial Managers,

When I provided the guidance yesterday I didn't include instructions for approval of essential purchases made by call number on unfunded blanket purchase orders. Those instructions are as follows:  
Approvals for call numbers on unfunded blanket purchase orders using FY20 unrestricted funds are to be routed them to your appropriate unit Dean or Director for approval prior to purchase. A copy of the approval must be placed in the call number purchase file.

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