



UNIVERSITY
of ALASKA
Many Traditions One Alaska

To: Banner Finance Users

From: John Hebard, Chief Procurement Officer

DocuSigned by:
John Hebard
D4EB1237801044B...

Date: May 4, 2021

Subject: UA Procurement & Contract Services Department Email (ua-pcs-backup@alaska.edu)

With the implementation of the consolidated commodity list on March 1, UA Procurement & Contract Services (P&CS) is continuing to improve processes with the goal of providing timely, professional procurement service for UA departments. Beginning May 19, 2021 (P&CS) will have a single email address, ua-pcs-backup@alaska.edu, where all requisition backup shall be submitted. Please note that *ONLY* requisition backup should be sent to this email. Backup emails are to be submitted in the following manner:

1. Enter requisition in Banner so that you have a requisition number
2. Address the backup email to ua-pcs-backup@alaska.edu.
3. Email subject is the requisition number (R and all 7 digits as assigned by Banner ex. R0123456). **DO NOT** type anything else on this line.
4. Attachments must be word docs, excel spreadsheets or PDF files
5. Attachments should be separated and named as follows:
 - a. Quote or order form (ensure that this includes the vendor's email)
 - b. W-9
 - c. ICF (independent contract form)
 - d. Sole source documentation (if necessary)
 - e. any other documentation

Once the requisition is assigned to a buyer you will be notified by email through Banner workflow. To receive this notification make sure that your email address is updated in your Banner profile at FOM2PRF. This will also ensure you receive email notification when the purchase order is issued, and payment is made by Accounts Payable. For other types of requests please contact:

ProCard Questions or Waiver Requests: Denise Caissie (907)474-7374 dcaissie@alaska.edu
Emilee Pruitt (907)786-6512 eapruitt@alaska.edu

Requisition/Purchase Order Questions After Buyer Assignment: Call or email the Procurement Officer assigned the requisition

Change Order/Contract Modification Requests: Call or email the Procurement Officer who issued the purchase order/contract

For all other inquiries please contact: Becky Telling (907)474-7315 rjtelling@alaska.edu

Please use ua-pcs-backup@alaska.edu from this point forward to provide requisition backup. P&CS will continue to monitor the old UAF and UAA emails for a short period of time while departments become accustomed to using the new email. However those email addresses will be disabled beginning July 1, 2021.

Thank you for your assistance with this process change.