

Reimbursable Service Agreements (RSA)

An RSA is a contractual agreement between state entities (agencies, appropriations, allocations) for reimbursement of services performed. An RSA may be used to finance the provision of a service if:

1. The agency that requires the service has, by law, the authority to obtain or provide the service and has an appropriation that may be used for that purpose; and
2. The agency that provides the service bills the agency administering the available funds based on:
 - a) The actual cost to provide the service; or
 - b) A cost allocation method approved by the office.

For simplified preparation, you can use the auto-populating form linked from our website and found here (<https://uaf.edu/finserv/finance-accounting/forms/index.php#rsa>). The fields in the Printable RSA form are completed based on information entered on the Entry Form tab. The completed form is able to be printed to pdf and routed via docusign. Review requirements and signature authority vary by campus. General information and local contact information is available on the Hints and Routing tab. This form is maintained by University of Alaska Fairbanks Office of Finance and Accounting Department of Budget & Cost Records (uaf-budget@alaska.edu).

The following details provide information for reviewing the auto-populated RSA or manually completing the form. For manual completion, the current version of the form is also available here (<https://omb.alaska.gov/forms-and-manuals/#rsa>).

RSA form, Budget Structure Information:

The budgeting and accounting information for the requesting (buyer) and servicing (seller) agencies must be completed, using the Budget Structure for the current FY.

- ① Results Delivery Unit (RDU)
- ② Component
- ③ Appropriation Cite (Citation for RSA's) – Not needed for UA internal RSAs
- ④ “AR”, use AR Type
- ⑤ “RR”, use AR Group
- ⑥ “Financial coding to be charged”, use UA's internal coding.
- ⑦ “ADN” (Agency Document Number) is a ten digit number unique to each RSA. The department number is the first two digits (45 = UA's department number with the State of Alaska), the fiscal year is the next four digits, and the last four digits are up to the agency's discretion (example: 45-2016-0001). Each MAU Budget Office assigns a number from within a series for their annual RSA log so as to not conflict with the other MAUs. UAA series 0000, UAS series 0400 and UAF series 0700.

State of Alaska **Reimbursable Services Agreement** ORIGINAL AMENDMENT #

Payment Process
 Internal Exchange Trans (IET) Internal Trans Agreement (ITA) Other _____

Requesting Agency (Buyer)	Results Delivery Unit (RDU) 1	Component 2	ADN # 7
Servicing Agency (Seller)	Results Delivery Unit (RDU) 1	Component 2	ADN # 7

I. Project or program title:
II. The servicing agency agrees to provide the requesting agency with the following service(s):
 (Answer who, what, where, when, why and how cost estimates are derived. Use attachment if necessary.)

Buyer Program Contact/Phone: _____ Seller Program Contact/Phone: _____

III. Terms and mechanics of reimbursement: Buyer Vendor/Customer #: _____
 Payment upon approval
 Payment upon receipt of inter-agency billing
 Payment upon completion of service(s)
 Other (Specify) _____

Commencement date _____ Completion date _____ Billing Email Address: _____ Phone # _____

IV. Servicing Agency cost based on: Itemized costs of service(s) provided
 Cost allocation schedule (description of allocation methodology must be attached)

V. Schedule of maximum costs to be incurred by the Servicing Agency:

	Original Agreement	Previous Amendment(s)	This Amendment	Total
Personal Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Travel	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Services	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Commodities	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Capital Outlay	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Grants and Benefits	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
Other	_____	_____	_____	_____ 0.00
Total	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>

Servicing Agency may not change line items without approval of Buyer Agency

VI. Budgeting and Accounting Information :

Requesting Agency Authorization Capital Operating
 Financial coding to be charged
 Buyer Dept _____ AR _____ Fund **6** Org Unit **6** Program **6** Task _____
 Template _____ Activity _____ Location _____ Function _____ Exp Obj _____

(Open Item # or Doc ID # (RS, EN, or AJE) _____ (Format: Sec Ch SLA Pg Ln OR RPL # XX-X-XXXX)
 Federal funds No Yes, Amount _____ Appropriation Cite **3**
 Federal Pass Through: Yes No _____ Appropriation Cite _____
 Federal Agency/Program/CFDA/Grant/Contract No. _____ Date funds lapse _____

Servicing Agency Authorization Seller Vendor/Customer # _____
 Is this agreement using budgeted authorization? No Yes
 AR **4** Fund **6** Org **6** RR **5** Program **6** Seller Dept _____
 AR _____ Fund _____ Org _____ RR _____ Program _____ Other _____ Template _____
 AR _____ Fund _____ Org _____ RR _____ Program _____ Other _____ Template _____

VII: Approvals & Certification: The buyer agency and seller agency agree to the terms and conditions above. In addition, the buyer agency certifies that sufficient funds are encumbered to pay this obligation or that there is sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be take up to and including dismissal.

Requesting Agency Authorized Signature	Printed Name	Date
Servicing Agency Authorized Signature	Printed Name	Date
Requesting ASD Authorized Signature	Printed Name	Date

University of Alaska FY2025 Budget Structure (Use only these constructs for reimbursable service agreements)		
Servicing or Requesting Agency	1 RDU(BRU)	2 Component
University of Alaska	UA System Office (Statewide Svc.)	Systemwide (Statewide) Services
University of Alaska	UA System Office (Statewide Svc.)	Office of Information Technology
University of Alaska	University of Alaska Anchorage	Anchorage Campus
University of Alaska	University of Alaska Anchorage	Small Business Development Center
University of Alaska	University of Alaska Anchorage	Kenai Peninsula College
University of Alaska	University of Alaska Anchorage	Kodiak College
University of Alaska	University of Alaska Anchorage	Matanuska-Susitna College
University of Alaska	University of Alaska Anchorage	Prince William Sound College
University of Alaska	University of Alaska Fairbanks	Bristol Bay Campus
University of Alaska	University of Alaska Fairbanks	Chukchi Campus
University of Alaska	University of Alaska Fairbanks	College of Indigenous Studies
University of Alaska	University of Alaska Fairbanks	Troth Yeddha' Campus (Fairbanks)
University of Alaska	University of Alaska Fairbanks	Interior Alaska Campus
University of Alaska	University of Alaska Fairbanks	Kuskokwim Campus
University of Alaska	University of Alaska Fairbanks	Northwest Campus
University of Alaska	University of Alaska Fairbanks	UAF Community Technical College
University of Alaska	University of Alaska Southeast	Juneau Campus
University of Alaska	University of Alaska Southeast	Ketchikan Campus
University of Alaska	University of Alaska Southeast	Sitka Campus
University of Alaska	Enterprise Entities	Education Trust of Alaska

3 Citation for RSA's
Section VI. Used when we are Requesting Agency
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 4
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 5
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 7
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 8
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 10
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 11
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 12
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 13
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 16
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 17
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 18
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 15
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 20
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 21
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 22
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 23
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 26
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 27
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 28
Sec 1 Chap 7 FSSLA 2024, Pg 42, Ln 25

4 AR Type	AR Unit*	5 AR Group
Servicing Agency	Authorization	For Operating RSA's always use
Y004	45-78010-##	Y045
Y008	45-78015-##	Y045
Y016	45-78025-##	Y045
Y020	45-78030-##	Y045
Y024	45-78235-##	Y045
Y028	45-78240-##	Y045
Y032	45-78245-##	Y045
Y036	45-78250-##	Y045
Y040	45-78255-##	Y045
Y044	45-78060-##	Y045
Y048	45-78265-##	Y045
Y052	45-78070-##	Y045
Y056	45-78275-##	Y045
Y060	45-78280-##	Y045
Y064	45-78285-##	Y045
Y072	45-78295-##	Y045
Y080	45-78205-##	Y045
Y084	45-78210-##	Y045
Y088	45-78215-##	Y045
Y091	45-78125-##	Y045

*The last two digits of the AR Unit code are 30 for State Inter-Agency Receipts and 90 for UA Intra-Agency Receipts.

OMB Revised Program Delegation of Approval Matrix

ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.
Other approvals may not be delegated unless through a formal assignment of acting status.

Exempt or Partially Exempt Positions	Final approval
Hiring/appointing exempt, partially exempt (Includes AS 39.27.010(k)), or temp exempt positions range 21 & above (include resume and prior incumbent salary)	Chief of Staff through the ASD, and OMB Budget
Establishing new exempt or partially exempt positions of any type (except interns): full-time, part-time, seasonal, temporary, and nonpermanent	OMB Budget through ASD (Chief of Staff approval as determined by OMB)
Extending temporary, short-term, long-term nonpermanent exempt and partially-exempt positions	OMB Budget through ASD
Change position location, type, or job title for exempt and partially-exempt positions, except temporary exempt positions established under AS 39.25.110(9)	Commissioner through ASD
Change position location, type, job title, job class, or range for temporary exempt positions established under AS 39.25.110(9)	Chief Budget Analyst through ASD
Greater than 5% cumulative salary increase for a fiscal year	Chief of Staff through the ASD, HR, and OMB Budget
Classified Positions	Final approval
Recruitment and hiring full-time, part-time, non-permanent, and seasonal classified positions	Commissioner or their designee
Establishing new full-time, part-time, and seasonal classified positions	OMB Budget through ASD
Establishing new or extending temporary/non-permanent classified positions	ASD
Other Position Actions	Final approval
Intern Positions – including statutorily exempt agencies under AS 39.25.110(11)(c)	ASD
Reclassification of permanent positions resulting in less than three range increase	ASD
Reclassification of permanent positions resulting in three or more range increase (reclassification of temporary or non-permanent positions are not allowed)	OMB Budget through ASD
Implementation or extension of LOA's impacting monetary terms (pay, stipend, allowance, reimbursement, leave, etc.). RP log transaction type LOA	Division of Personnel and Labor Relations through OMB Budget
Location transfers for filled positions	OMB Budget through ASD
Location transfers for vacant positions	ASD
Position transfers between departments	OMB Budget through ASD

Note: Position changes approved and submitted in the Governor's budget scenario require a PAF for OMB approval only.

**OMB Revised Program
Delegation of Approval Matrix**

ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.

Other approvals may not be delegated unless through a formal assignment of acting status.

Budget Transfers	Final approval
Transfers to or from the personal services line. Need detailed explanation in ABS RP log comments field (for report due to Legislature)	OMB Budget
Transfers to or from all other line items	**ASD
Transfers between operating budget allocations within the same appropriation	**ASD
Transfers between operating budget appropriations	No transfers allowed
Transfers between general obligation bond appropriation allocations	OMB Budget
Transfers between capital project appropriation allocations	**ASD
Transfers of expenditures between operating and capital appropriations	ASD
Reimbursable Service Agreements (RSAs)	Final approval
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases (including unbudgeted I/A)	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date except for I/A increases	**ASD
Miscellaneous	Final approval
Change scope of capital project	OMB Capital Budget Coordinator - May also require legislative approval
Reorganizations, consolidations, or elimination of agencies	OMB Director
Revised Programs that require Legislative Budget and Audit Committee approval (AS 37.07.080(h))	OMB through ASD
Language transactions in the operating budget (e.g., language supplementals, credit card fee transactions, etc.)	OMB through ASD
Job class study requests	OMB through ASD
Creation or increases of fees	Chief of Staff through OMB Director
Submit Annual Travel Plan in RP Log (must match management plan)	Submit to OMB through ASD
Changes to travel plan not requiring budget modifications	Department Commissioner
Expenditures in excess of agency's travel budget by RDU	OMB through ASD
Commissioner out-of-state travel	Chief of Staff through ASD
International travel	Chief of Staff through ASD