

Service Agreement Process

Important: This document is for those service agreements that are under the “Contractual” grant budget line that are reviewed by your [Pre-Award Grants Officer](#) (if applicable) and [Kristen Webb, Contract and Subaward Compliance Officer](#). If you have an agreement for the purchase of software, software licenses, rental/hotel agreements, equipment, or maintenance agreements, this process does not apply and will need to work with your [Grants Compliance Administrator](#).

Step 1	Determine if you are working with a Service Agreement or a Subaward. The subaward vs. contract checklist can be used to help make the determination (this is not a required document).
Step 2	Determine if you are working with a Service Agreement with Terms or if a MURC Service Agreement is needed.
Step 3	Work to complete the following documents depending on the service agreement amount. Your Pre-award Grants Officer is available to assist if needed.
For agreements \$10,000 and over: If the vendor was named in the budget, then the Vendor Checklist and quotes are not required.	
Agreements Between \$0 and \$9,999	Agreements Between \$10,000 and \$49,000
<ul style="list-style-type: none"> The Service Agreement MURC Addendum, when the agreement contains terms and conditions. <p>For this threshold: You do not need to send to your Pre-Award Officer for review and approval. Proceed to Step 4.</p>	<ul style="list-style-type: none"> Quotes from three vendors or direct award form must be completed. You are only required to complete one or the other. <ul style="list-style-type: none"> The department is permitted to gather their own quotes at this level. The vendor with the lowest quoted price should be selected Direct Award Form– If there is only one vendor that can provide the good/service, a direct award form should be completed. <ul style="list-style-type: none"> If the vendor was named in the budget, then the direct award form would be applied, and quotes are not required. MURC Addendum, when the agreement contains terms and conditions. Vendor Checklist - A competitive quote process is required so this checklist must be completed.
Agreements \$50,000 and over	<ul style="list-style-type: none"> Formal bidding or sole/single source form is required (consult with MU office of Purchasing) You are only required to complete one or the other. <ul style="list-style-type: none"> MU purchasing will solicit quotes through formal bidding. The department is not permitted to request their own quotes at this purchasing level. Direct Award Form– If there is only one vendor that can provide the good/service, a direct award form should be completed. <ul style="list-style-type: none"> If the vendor was named in the budget, then the direct award form would be applied, and quotes are not required. The Service Agreement MURC Addendum, when the agreement contains terms and conditions. Vendor Checklist - A competitive bid process is required so this checklist must be completed.
Additional Step for Agreements over \$10,000	Email all documentation above to your Pre-award Grants Officer for review. They will review and send an approval email copying Kristen Webb, Contract and Subaward Compliance Officer .
Step 4	Send the service agreement and MURC Addendum to the vendor for signature. The *MURC Service Agreement Invoice should also be sent at this time so that the vendor can invoice once the agreement has been set up. While awaiting vendor signature, proceed to Step 5 for vendor setup. *Please note - The MURC Service Agreement Invoice is required to be completed by the vendor when invoicing against a Purchase Order (PO) to ensure standardized and compliant documentation of services provided. This ensures all required information is captured for auditing and financial reporting, streamlining the payment process. Invoices should not be submitted with the signed Service Agreement.
Step 5	Determine if the vendor has been set up by using the FTIDEN screen in Banner . You can also use Banner screen FTMVEND to view the vendors address to ensure you are working with the correct vendor. If not set up in Banner: Email the vendor and provide them with this link to complete registration to get set up in the Banner payment system. See the email template to send to the vendor here . It is the PI/PD responsibility to check back in Banner to see if the vendor has been set up.

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Step 6	Once the vendor has signed the agreement, create a Requisition using screen FPAREQN in Banner . A full list of account codes with descriptions can be found here to use when creating the requisition. You can reach out to your Grants Compliance Administrator with questions. Note: Once requisition is complete in Banner, it will need to be approved in the Banner department queue FOAUAPP .
Step 7	The service agreement and required documents listed in Step 3 need to be emailed to Kristen Webb in separate .pdfs to ensure that documentation is not overlooked. When emailing over documents, please make sure to include the requisition number, fund number and org number.
Step 8	Kristen Webb will review and send to Dr. John Maher, Vice President for Research as the authorized signatory for final signature.
Step 9	Once signed, Kristen Webb will send the fully executed agreement to the MU Purchasing Office to be converted to a Purchase Order (PO). The contact in the department will be cc'd on the email to the Purchasing Office.
Step 10	Once the Purchasing Office has created the PO, a copy will be sent to the vendor, PI and/or the department administrator for their records.
If you need to check the status of a PO please email Kristen Webb.	
Next Step	Once the PO has been set up the vendor can begin invoicing. Invoicing should not take place until the Purchase Order has been created.

Key MURC Contacts for this Process:

Pre-Award Grants Officer

Each department at Marshall University has an assigned Pre-Award Grants Officer. You can locate your officer [here](#). For agreements over \$10,000, your Pre-Award Grants Officer will need to review the agreement and supporting documentation. This includes signing off on the Vendor Checklists and sending an approval email to the PI and Kristen Webb.

Kristen Webb, Contract and Subaward Compliance Officer

Kristen will review of the agreement and supporting documents. She will ensure that Dr. Maher's signs the agreement and that it is sent to the MU Purchasing Office to get converted to a Purchase Order (PO). She will also reach out to the MU Purchasing Office on the PI's behalf to check the status of a PO.

Service Agreement Invoicing Process

When invoicing against a Purchase Order (PO), the vendor is required to complete the [MURC Service Agreement Invoice](#) to ensure all relevant information is properly recorded and that the invoicing aligns with the terms of the service agreement. It is alright if the vendor attaches their own invoice, but they must use the MURC Invoice. **This document must be completed by the vendor.**

The **agreement number (RC-P# or P#)** must be included on all invoices. This number is on the final PO (fully executed service agreement), a copy of which the vendor should have on file. Including this number helps to streamline the processing and ensures accurate tracking of the contract.

Complete the Vendor Section	The vendor must fill out all necessary details in the "To be completed by vendor" section of the invoice. This includes the vendor's name, contact information, and other requested details.
Assign an Invoice Number	The vendor will assign a unique invoice number and include the date of the invoice.
Step Check the Final Invoice Box	If applicable, the vendor should check the box indicating whether this is the final invoice for the service agreement.
Provide Service Details	The invoice must include a brief description of the services provided. For vendors paid on an hourly basis, a detailed breakdown of the days worked, hours worked per day, and the rate of pay should be listed. This breakdown ensures transparency and clarity for both parties involved.
Total Amount and Signature	All invoices must include the total amount for the services rendered. The vendor must sign and date the invoice, certifying that the charges are true and accurate as per the agreement.
PI Review and Approval	The Principal Investigator (PI) will review the charges and ensure they align with the services described in the service agreement. Once the PI is satisfied, they will sign the invoice on the designated line at the bottom of the form.
Submit for Processing	The signed invoice, along with any required supporting documentation, should be sent to Kristen Webb, Contract and Subaward Compliance Officer and copy Kristen Martin, Senior Finance Officer for review. Once reviewed and approved, it is submitted for payment.
Ensure Payment Received	PIs are responsible to ensure that the vendor has received the payment. You can use Banner Screen FGIENCD .

Banner Screen FTIIDEN

Visit Banner [here](#) and use screen FTIIDEN in the search bar. This screen will be used first to locate the vendor number (FEIN# if working with an organization). You will need to use screen **FTMVEND** to view the vendors address.

1. Click on the light green box under the 'Last Name' field
2. In the 'Last Name' box, type the Vendor's name.

Hint: If you are unsure of the exact name, you can try a variation of what you think it may be and type the wildcard, %, after the name. It will pull up all IDs in Banner that have those characteristics.

3. Hit F8, or click 'Go'
4. It will populate all the options with your search criteria
5. The vendor number (FEIN #) can be located in the ID box.
6. Write down the vendor number (FEIN #). It will be needed to view the address in Banner screen **FTMVEND**.

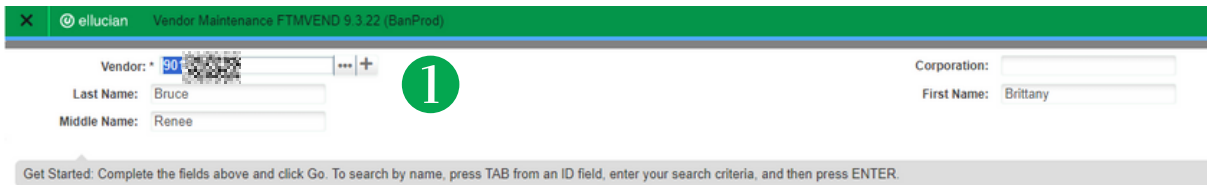
The screenshots illustrate the steps for searching for a vendor in the Banner system. The first screenshot shows the search criteria field with a red circle '1' pointing to it. The second screenshot shows the search criteria field with a red circle '2' pointing to it and a red circle '3' pointing to the 'Go' button. The third screenshot shows the search results table with a red circle '4' pointing to the table and a red circle '5' pointing to the ID column.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
	REBECCA			Person	ID	Yes	No	No	No	No	
	REBECCAS			Person	ID	Yes	No	No	No	No	
	Computer Inc			Corporation	Name	Yes	No	No	No	No	
	Applegate	Ruth	Ann	Person		Yes	No	No	No	No	
	Appleton	Rebecca		Person		Yes	No	No	No	No	

Banner Screen FTMVEND

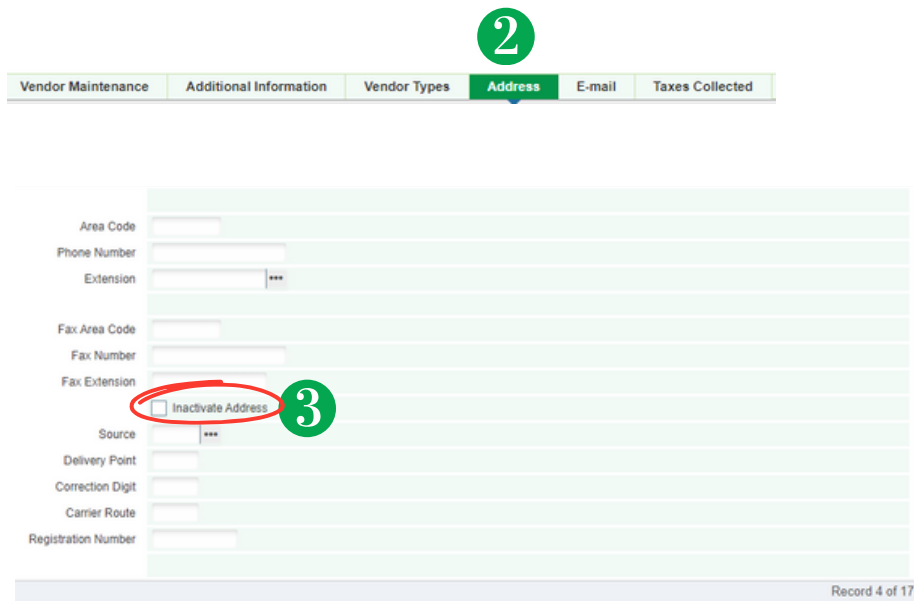
Visit Banner [here](#) and use screen **FTMVEND** in the search bar. This screen is used to view the vendors address to ensure you are working with the correct vendor.

1. Type in the vendor number and click 'Go'
2. On the next screen select 'Address' to check that you are working with the correct vendor.
3. If the vendor has multiple address records, you will need to use the arrows to move through the records to find the one with the 'Inactivate Address' box unchecked. This is the current address for the vendor.



Vendor: 90
Last Name: Bruce
Middle Name: Renee
Corporation:
First Name: Brittany

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



Vendor Maintenance | Additional Information | Vendor Types | **Address** | E-mail | Taxes Collected

Area Code
Phone Number
Extension
Fax Area Code
Fax Number
Fax Extension
 Inactivate Address
Source
Delivery Point
Correction Digit
Carrier Route
Registration Number

Record 4 of 17

Setting up a New Vendor

The Marshall University Purchasing Office has a registration form that the vendors must complete. The PI/PD will need to email the vendor with the below language, where they will answer some question and attach a copy of there W-9.

Email to send to vendor:

Hello - I hope you are well. As a new vendor you will need to be set up in the Marshall University payment system, you will need to complete a Vendor Registration Form that has been provided online for your convenience.

The form can be found here <https://www.marshall.edu/purchasing/resources/vendor-registration/>

Once you are on the Office of Purchasing webpage, click on Complete Vendor Registration Form. You will follow the instructions, if there is a field that does not apply to you, fill in NA in that space. At the top left you will see TIN: please add your Social Security number there, as the purchasing office is working to change the label for that spot.

Next, click on the W9 link in blue and fill out a W9 for tax purposes.

Please let me know once you have completed this.

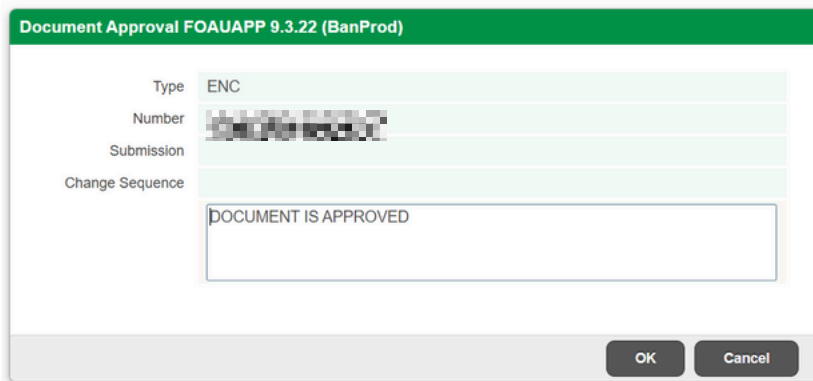
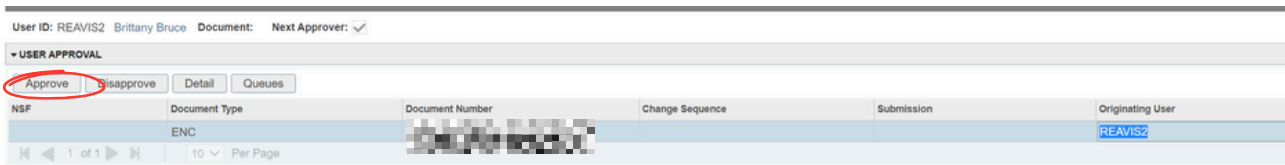
Thank you,

Banner Screen FOAUAPP

Visit Banner [here](#) and use screen FOAUAPP in the search bar:

This screen will allow you to see all encumbrances in your approval queue.

The first screen will have your User ID prefilled just hit go. On the next screen, you will see the encumbrance(s) that need approval. Select an option and hot ok. In the top right corner, you will see a green box that says Document has your approval.



Creating a Requisition

Visit Banner [here](#) and use screen **FPAREQN** in the search bar:

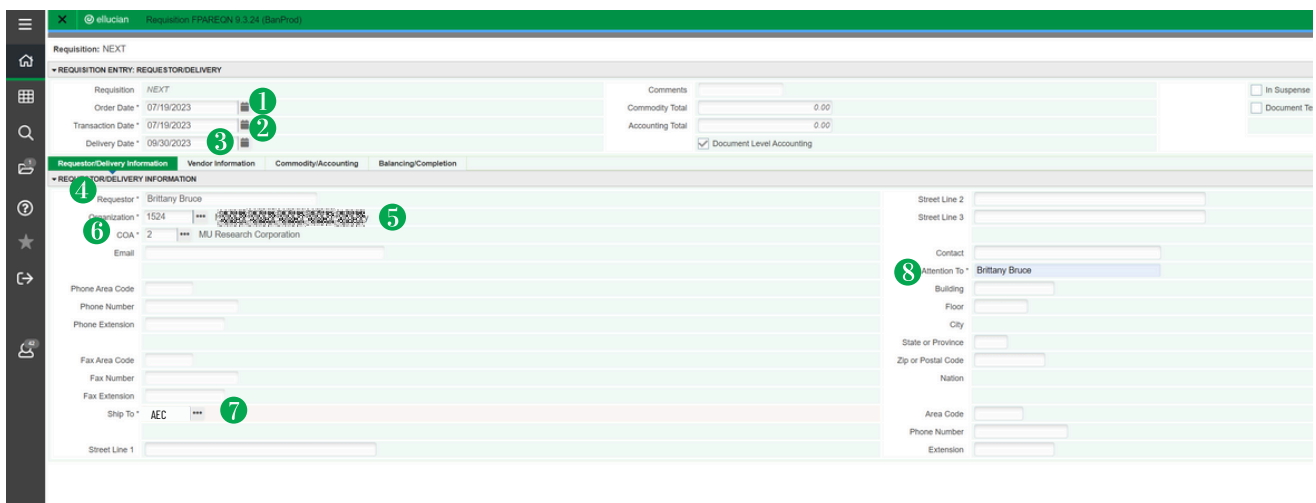
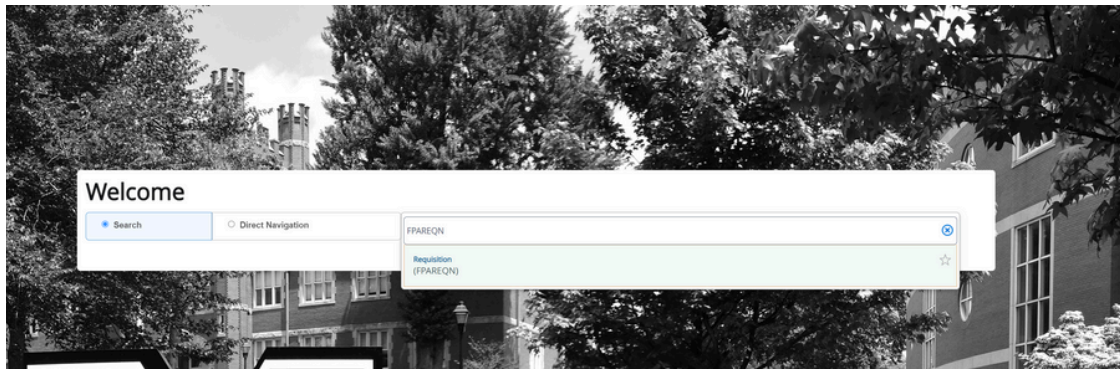
On the next screen type **NEXT** in the Requisition Number box. Then hit **GO** or use **Alt Page Down**.

First Screen: Requestor/Delivery Information

Fill in:

1. **Order Date** – This should prefill
2. **Transaction Date** – This should be prefilled
3. **Delivery Date** - Type in the date for the end of the fiscal year
4. **Requestor** – Your name (This should be prefilled)
5. **Organization** – This is the org. for the department that is associated with the fund
6. **COA - 2** (MU Research Corporation).
7. **Ship to** - AEC
8. **Attention to** - Preferred department administrator

Click the down arrow or hold down the **Alt & Page Down** buttons to continue



Creating a Requisition

Second Screen: Vendor Information

Fill in:

1. **Vendor** – If you do not know the vendor #, you can hit the three dots to search.
 - Go to the last name and put an % before and after your search.
 - Hit go and a list should pop up.
 - Click the correct vendor information. This will return you to the previous page.
 2. **Sequence** - 1 (This should be prefilled).
 3. **Address Type** - PO (This should be prefilled).
 4. **Contact** - Provide the vendor name and email address.
- Click the down arrow or hold down the alt & page down button to continue

The screenshot shows the 'Vendor Information' tab selected. The 'Vendor' field is a dropdown menu with 'Sodexo America LLC' selected. The 'Address Type' is 'PO' and 'Sequence' is '5'. The 'Contact' field is 'John Smith' with email 'smith@xyz.com'. The address fields are: Street Line 1: 'Sodexo Inc and Affiliates', Street Line 2: 'PO Box 360170', Street Line 3: (empty), City: 'Pittsburgh', State of Province: 'PA', Zip or Postal Code: '15251 6170', Nation: 'United States Of America'. There are also fields for Phone Area Code, Phone Number, Phone Extension, Fax Area Code, Fax Number, Fax Extension, Discount, Tax Group, and Currency.

Third Screen: Commodity/Accounting

Reminder: Write down the requisition number at this step.

Commodity Section:

Fill in:

1. **Description** - Service Agreement
2. **U/M** - This will be DOL (dollars)
3. **Quantity** - Amount listed on the agreement.
4. **Unit Price** - 1

Remember: Use the TAB button to move to the next section.

The screenshot shows the 'Commodity/Accounting' tab selected. The table has the following data:

Item	Commodity	U/M	Description	Tax Group	Quantity	Unit Price	Commodity Total	Item Text
		DOL	Keynote Speaker for Event			1,500.0000		

Below the table, there are fields for 'Extended Amount' (1,500.00), 'Discount' (0), 'Additional' (0.00), and 'Tax' (1,500.00). The 'Accounting' section below has fields for Sequence (2), Year, Index (1), Fund (2), Orgn, Acct, Prog (3), and Unit (4).

Creating a Requisition

Accounting Section:

Hold Alt & Page Down buttons to continue to the accounting section and always use the TAB button to move through each section.

Fill in:

1. **Fund**

2. **Org**

3. **Orgn Acct** - You can find the appropriate account code by selecting the three dots in the Acct box.

Example: Contractual Services - 70257.

Hit F10 to save and then Alt Page Down

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Lebn	Proj
1	2	24		107173	1524	7083D	0030			

	USD
Extended Amount	1,500.00
Discount	0.00
Additional	0.00
Tax	0.00
FOAPAL Total	1,500.00
Document Total	1,500.00
Remaining	0.00
Commodity Amount	0.00

Balancing/Completion Section:

- Everything on this page will be prefilled.
- **IMPORTANT:** Make sure to write down the requisition # that is listed at the top of the page. Once you complete the requisition there is no way to go back and get the requisition #.
- At the bottom left side of the screen hit complete.

Input	Commodity	Accounting	Status
Approved Amount 1,500.00	1,500.00	1,500.00	BALANCED
Discount Amount 0.00	0.00	0.00	BALANCED
Additional Amount 0.00	0.00	0.00	BALANCED
Tax Amount 0.00	0.00	0.00	BALANCED

Banner Screen FGIENCD

You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO

Note the following Encumbrance Information:

1. **Description** – vendor name
2. **Status** – O or C indicates whether the PO is open or closed
3. **Type** – P indicates that this is a PO
4. **Date Established** – date PO was created
5. **Balance** – balance left on PO
6. **Vendor** – vendor ID and name

Note the following Encumbrance Details:

1. **Item** – a numbered list of what was ordered on the PO
2. **Sequence** – each different Fund, Orgn, Acct, and Prog (FOAP) combination on a line is considered to be a sequence
3. **Fiscal Year** – FY in which PO was created
4. **Status** – O or C, indicating open or closed
5. **Commit Indicator** – U
6. **Index, Fund, Orgn, Acct, and Prog**
7. **Encumbrance** – original amount encumbered on this line
8. **Liquidation** – total of all payments made against the line
9. **Balance** – encumbrance remaining on the line

As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line

A few Transaction Types:

- **PORD** = PO created
- **CORD** = Change to PO (a.k.a. “Change Order”)
- **INEI** = Invoice entry
- **ICEI** = Invoice cancellation
- **E090** = Encumbrance roll from the previous year

The screenshot displays the Banner Encumbrance Information and Transaction Activity screens. The Encumbrance Information section shows details for Encumbrance P2100638, established on 08/25/2020, with a status of 'C' and a balance of 0.00. The Encumbrance Detail section shows Item 0 (Document Accounting Dis), Sequence 1, Fiscal Year 21, and various organizational codes (Orgn 1510, Acct 70253, Prog 0030). The Transaction Activity section shows a table of transactions with columns for Transaction Date, Type, Document Code, Action, Transaction Amount, and Remaining Balance.

ENCUMBRANCE INFORMATION	
Description	08/25/2020
Status	C
Type	P
Date Established	08/25/2020
Balance	0.00
Vendor	270086421

ENCUMBRANCE DETAIL	
Item	0 Document Accounting Dis
Sequence	1
Fiscal Year	21
Status	C
Commit Indicator	U
COA	2
Index	
Fund	
Orgn	1510
Acct	70253
Prog	0030
Actv	
Locn	
Proj	
Encumbrance	3,350.00
Liquidation	-3,350.00
Balance	0.00

TRANSACTION ACTIVITY					
Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08/25/2020	PORD	P2100638		3,350.00	3,350.00
09/22/2020	INEI	10664943		-670.00	2,680.00
12/16/2020	INEI	10668402	T	-2,680.00	0.00
12/16/2020	ADEI	10668402	T	0.00	0.00