

DocuSign Training

Expense Contracts

Business Services & Payment Services

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Need for Contracts



- Required for all agreements that involve the signatures of two or more parties, provide services of any type, or require acceptance of terms and conditions
- Not required for documents that are simply for purchase of products or a pricing agreement
 - Utilize an eSHOP Purchase Order (PO) or Direct Pay for these instances
- If questionable, contact Business Services or Payment Services for direction

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DocuSign Program



- Secure, web-based system which obtains signatures and information electronically via email
- Approved by and meets all requirements of OneIT, the State of Nebraska, and the IRS
- All expense contracts and agreements will be processed through the DocuSign system (effective July 1, 2020)

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Get Started with DocuSign



- Initiate contract process by emailing contracts@unk.edu with the following information:
 - 1) In or out-of-state provider
 - 2) Other unique details or questions
- Call Business Services for questions on contracts with foreign vendors, vendor-provided contracts, or IT/app contracts
- Email will be sent to the requestor to begin the DocuSign process

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Michael Christen sent you a document to review and sign.

REVIEW DOCUMENTS



Michael Christen
christenmt2@unk.edu

Please complete the required fields and all optional fields, as needed, within the Standard Agreement template. All details including a "Description of Services" and "Payment" within Exhibit A must be completed. Once completed and submitted, Business Services and/or Accounts Payable will complete the contract execution and contact you if any other information is needed.

Please utilize the information on the completed agreement, which you will receive via email after all signatures have been obtained, to submit a payment transmittal for each payment associated with the agreement. If you have any questions regarding this procedure, please contact Business Services at contracts@unk.edu or (308) 865-8448.

Powered by **DocuSign**

Need -to-Knows

- 1) Need vendor contact information
- 2) Required and optional fields will display
- 3) Other than honorarium, expenses should be budget estimates (better to overestimate)
- 4) More description is always better; be clear to avoid misunderstandings
- 5) Bookings should not take place until contract is signed and final
- 6) Link will be active until you "Submit"
- 7) When submitted, entered information is final and cannot be edited

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Financial and Contract Approvals



SOURCES OF UNIVERSITY FUNDING				
COST OBJECT NAME	COST OBJECT NUMBER	COMMITTED BUDGET	RESPONSIBLE INDIVIDUAL	APPROVAL SIGNATURE
Business Services Fund	530000000	10188.00	Michael Christen	<div style="border: 1px solid black; background-color: yellow; padding: 2px; text-align: center;"> Sign </div>

ACCEPTED BY:	
	THE BOARD OF REGENTS OF THE UNIVERSITY <div style="border: 1px solid black; background-color: yellow; padding: 2px; text-align: center;"> Sign NEBRASKA (THE UNIVERSITY) </div>
	Signature: _____
	Printed Name:
ent	Title:
	Date: 08/31/2020
on behalf of the ement, there mpleted to ere within.	I affirm that I am authorized to sign on behalf of "The University" pursuant to the bylaws of the Board of Regents of the University of Nebraska, Executive Memorandum No. 14 and other respective campus policies. Any person signing a University contract without proper authorization may be subject to disciplinary action, including dismissal.

- Responsible signee assigned based on responsible party and respective University policies
- Email will be sent with DocuSign link

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Executed Contract



- After all signatures, information and applicable tax documents are obtained, all parties will receive a copy of the executed contract
- When received, document will contain all signatures, a vendor number and an agreement number

AGREEMENT REFERENCE NUMBER: <u>K20210000</u> VENDOR NUMBER: <u>299999</u>		
MAXIMUM CONTRACT TOTAL	TERM START DATE	TERM END DATE
\$10,188.00	3/22/21	3/29/21

- Store an electronic copy of the contract for department records and further processing

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Payment Process



PAYMENT TRANSMITTAL
(Must be completed and attached to every payment request connected with referenced agreement number.)

Service Provider Name: ABC Leadership Training, LLC
 Event: Leadership Classes
 Event Date/Time: March 22-29, 2021

Agreement # K20210000
(Enter # as assigned on the respective contract)
 Vendor # 299999

MAXIMUM CONTRACT TOTAL: \$ 10,188.00

- Utilize the [Payment Transmittal](#) (found on SAPPHIRE) to begin
- Keep an electronic, Excel file for each contract
- Fill out the necessary information directly from the contract

AGREEMENT REFERENCE NUMBER: <u>K20210000</u>		VENDOR NUMBER: <u>299999</u>
MAXIMUM CONTRACT TOTAL	TERM START DATE	TERM END DATE
<u>\$10,188.00</u>	<u>3/22/21</u>	<u>3/29/21</u>
SERVICE PROVIDER: <u>ABC Leadership Training, LLC</u> <i>(Test Contract for Training Purposes Only)</i>		
SERVICE PROVIDER INFORMATION		SERVICE PROVIDER'S AGENT INFORMATION (if applicable)
Contact: Josh Smith		Name:
Address: 1234 South University Ave		Address:
City, State, Zip: Detroit, MI 48205		City, State, Zip:
Phone: (555) 555-5555		Phone:
Email: contracttest@abclead.com		Email:

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Payment Process – 1st Payment



- Will use fee/honorarium payment as first example
- Need to have funding split according to contract
- Enter payment details of current payment or reimbursement being made

SOURCES OF UNIVERSITY FUNDING (For Current Payment)		Cost Center/WBS	Amount
		5300000000	\$ 8000.00
			\$
			\$
			\$

Contract Payment Details*				
Fee/Honorarium (GL Acct 526...)	Service Provider	Direct Payment by University	Other Individuals, Vendors, or Organizations	TOTAL
	\$ 8,000.00		\$	\$ 8,000.00
Travel:				
** (GL acct 526900 w/o receipts)				
** (GL Acct 526001 w/ receipts or at standard rates)				
Transportation	\$	\$	\$	\$ -
Transportation	\$	\$	\$	\$ -
Transportation	\$	\$	\$	\$ -
Mileage	\$	\$	\$	\$ -
Lodging	\$	\$	\$	\$ -
Meals	\$	\$	\$	\$ -
Parking	\$	\$	\$	\$ -
Taxi/Shuttle	\$	\$	\$	\$ -
Rental Car Gasoline	\$	\$	\$	\$ -
Other Expenses:				
Tolls, fees, etc.	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
TOTAL	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00

*If total actual payments and expenses exceed the Maximum Contract Total, please contact Payment Services prior to processing.

	To Be Paid/Provided by the University to:			
	Service Provider	Direct Payment by University	Other Individuals, Vendors, or Organizations	Maximum Contract Total
Fee/Honorarium	\$ 8000.00	\$	\$	8,000.00
Travel:				
Transportation	\$	\$ 450.00	\$	450.00
Transportation	\$	\$ 272.00	\$	272.00
Transportation	\$	\$	\$	0.00
Mileage	\$ 116.00	\$	\$	116.00
Lodging	\$	\$ 700.00	\$	700.00
Meals	\$ 450.00	\$	\$	450.00
Parking	\$ 100.00	\$	\$	100.00
Taxi/Shuttle	\$	\$	\$	0.00
Rental Car Fuel	\$	\$	\$	0.00
Other Expenses:				
Tolls, fees, etc	\$ 100.00	\$	\$	100.00
	\$	\$	\$	0.00
	\$	\$	\$	0.00
	\$	\$	\$	0.00
Total:	8,766.00	1,422.00	0.00	10,188.00

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Payment Process – 1st Payment



- Enter “return to campus” request in “Current Payment Details” if applicable
- Enter specific payment in eSHOP and document on the Payment Transmittal
- Save Payment Transmittal as PDF to attach in eSHOP for each payment
- Contact Procurement and Payment Services for assistance with eSHOP

CURRENT PAYMENT DETAILS: Please have check returned to campus so it can be give to Josh Smith after the last class on March 28, 2021.			
eShop ENTRY:			
1st Payment	Date Entered	2/10/21	Amount \$ 8,000.00
2nd Payment, if needed	Date Entered	_____	Amount _____
3rd Payment, if needed	Date Entered	_____	Amount _____
4th Payment, if needed	Date Entered	_____	Amount _____
OTHER NOTES: _____			

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Payment Process – Add'l Payments



- Same process will be used for additional expenses (i.e. lodging)
- Update the University Funding breakdown for the current payment
- Enter the exact expense even if it differs from the contract estimate

SOURCES OF UNIVERSITY FUNDING (For Current Payment)		Cost Center/WBS	Amount
		5300000000	\$ 672.00
			\$
			\$
			\$

	Contract Payment Details*			
	Service Provider	Direct Payment by University	Other Individuals, Vendors, or Organizations	TOTAL
Fee/Honorarium (GL Acct 526...)	\$ 8,000.00	\$	\$	\$ 8,000.00
Travel:				
Transportation	\$	\$	\$	\$ -
Transportation	\$	\$	\$	\$ -
Transportation	\$	\$	\$	\$ -
Mileage	\$	\$	\$	\$ -
Lodging	\$	\$ 672.00	\$	\$ 672.00
Meals	\$	\$	\$	\$ -
Parking	\$	\$	\$	\$ -
Taxi/Shuttle	\$	\$	\$	\$ -
Rental Car Gasoline	\$	\$	\$	\$ -
Other Expenses:				
Tolls, fees, etc.	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
	\$	\$	\$	\$ -
TOTAL	\$ 8,000.00	\$ 672.00	\$ -	\$ 8,672.00

*If total actual payments and expenses exceed the Maximum Contract Total, please contact Payment Services prior to processing.

	Section 2 Payment:			
	To Be Paid/Provided by the University to:			
	Service Provider	Direct Payment by University	Other Individuals, Vendors, or Organizations	Maximum Contract Total
Fee/Honorarium	\$ 8000.00	\$	\$	8,000.00
Travel:				
Transportation	\$	\$ 450.00	\$	450.00
Transportation	\$	\$ 272.00	\$	272.00
Transportation	\$	\$	\$	0.00
Mileage	\$ 116.00	\$	\$	116.00
Lodging	\$	\$ 700.00	\$	700.00
Meals	\$ 450.00	\$	\$	450.00
Parking	\$ 100.00	\$	\$	100.00
Taxi/Shuttle	\$	\$	\$	0.00
Rental Car Fuel	\$	\$	\$	0.00
Other Expenses:				
Tolls, fees, etc.	\$ 100.00	\$	\$	100.00
	\$	\$	\$	0.00
	\$	\$	\$	0.00
	\$	\$	\$	0.00
Total:	8,766.00	1,422.00	0.00	10,188.00

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Payment Process – Add'l Payments



- Enter details for this additional payment as “2nd Payment”
- Attach related folios, invoices and receipts in eSHOP in addition to Payment Transmittal
- Similar to the Concur process, keep all original receipts until payment has been processed and received by the vendor

CURRENT PAYMENT DETAILS:			
eShop ENTRY:			
1st Payment	Date Entered	2/10/21	Amount \$ 8,000.00
2nd Payment, if needed	Date Entered	4/1/21	Amount \$ 672.00
3rd Payment, if needed	Date Entered	_____	Amount _____
4th Payment, if needed	Date Entered	_____	Amount _____
OTHER NOTES:			

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Other Contract Information



- If payment for vendor needs returned to campus for the event, contract must be executed and submitted for payment at least two weeks prior to the event
- If a vendor will not agree to utilize UNK's Standard Agreement, their contract needs to be presented to Business Services for review at least a month prior to the event
- If the contract involves a foreign vendor, the vendor will need to be created prior to executing the contract; contact Business Services at least two months in advance

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Resources



Contracts and DocuSign Process

Business Services

(308) 865-8448 or contracts@unk.edu

Payment Processing and Vendor Creation

Payment Services

(308) 865-8419 or acctspay@unk.edu

eShop Payment Processing

Procurement Services

(308) 865-8525

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