

DocuSign Training Expense Contracts

Business Services & Payment Services



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

 BE BLUE.

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)



Get Started with DocuSign



- Initiate contract process by emailing <u>contracts@unk.edu</u> 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





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 Docu Sign

Need -to-Knows

- 1) Need vendor contact information
- 2) Required and optional fields will display
- Other than honorarium, expenses should be budget estimates (better to overestimate)
- 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



Financial and Contract Approvals



	SOURCE	S OF UNI	VERSITY FUNDING	
COST OBJECT NAME	COST OBJECT NUMBER	COMMITTED BUDGET	RESPONSIBLE INDIVIDUAL	APPROVAL SIGNATURE
Business Services Fund	530000000	10188.00	Michael Christen	<u>+</u>

ACCEP.	ΓED BY:
	THE BOARD OF REGENTS OF THE UNIVERSITY Sign NEBRASKA (THE UNIVERSITY)
	Signature:
	Printed Name:
ent	Title:
	Date: 08/31/2020
on behalf of the ement, there npleted 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



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 NU	JMBER: <u>K20210000</u> V	ENDOR 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

REBUIL REC

Payment Process





AGREEMENT REFERENCE N	UMBER: <u>K202</u>	10000 V	ENDOR NUMB (R: <u>299999</u>
MAXIMUM CONTRACT TOTAL	TERM S	TART DATE	TERM END DATE
\$10,188.00	3/22/21		3/29/21
SERVICE PROVIDER · ABC Lead	lership Training, LL		or Training Purposes Only) 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:	

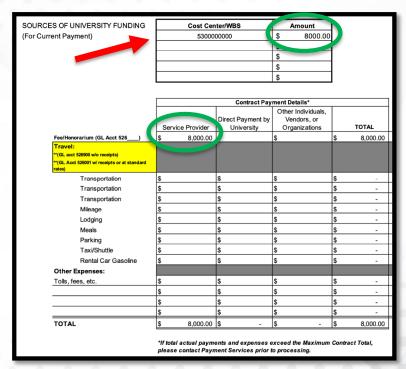
- Utilize the <u>Payment</u>
 <u>Transmittal</u> (found on SAPPHIRE) to begin
- Keep an electronic, Excel file for each contract
- Fill out the necessary information directly from the contract



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



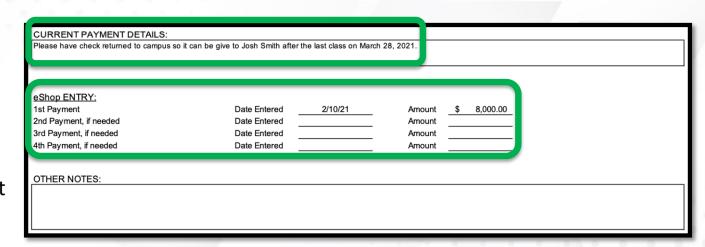
Section 2 Pay	/ment:			
	ТоВ	e Paid/Provided b	y the University to	:
	Service	Direct Payment by University	Other Individuals, Vendors, or Organizations	Maximum Contract Total
Fee/Honorarium	\$ 8000.00	\$	\$	8,000.00
Travel:				
Transportation	\$	\$ 450.00	\$	450.00
Transportation	\$	\$ 272.00	\$	272.00
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



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



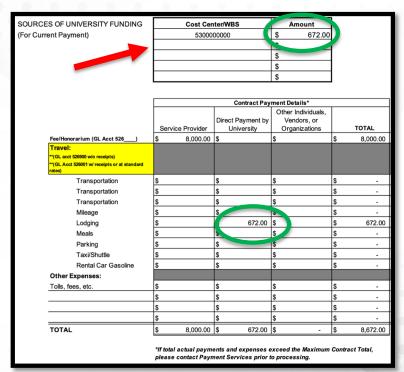
- Save Payment Transmittal as PDF to attach in eSHOP for each payment
- Contact Procurement and Payment Services for assistance with eSHOP



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



Section 2 Pay	/ment:			
	To B	e Paid/Provided b	y the University to	:
	Service Provider	Direct Payment by University	Other Individuals, Vendors, or Organizations	Maximum Contract Total
Fee/Honorarium	\$ 8000.00	\$	\$	8,000.00
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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



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

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	 2.2.00	
4th Payment, if needed	Date Entered		Amount		

 Similar to the Concur process, keep all original receipts until payment has been processed and received by the vendor



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



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

