

Subcontract Requisition Check List

- Do you have a fully executed agreement or amendment? If so, then Proceed!
- Open a new non catalog requisition
- Define REQ as grant subcontract on step 1 – tick box
- Name REQ – Tip: always use SUB in title
- Choose non catalog in step 2
- Item description: Tip - use abbreviated name and period of performance from FEA to show on Cognos reports
- Price: determine what account codes to use first, then distribute new funds from FEA plus CF if allowed
- Quantity: always 1
- Category: Select according to account code – search for “sub” to review the 2 choices
- Vendor ID: Must match name on FEA – any questions please contact ASRSP
- Unit of Measure: Always EA (each)
- Due Date: Select any date
- Additional information text box: include any details that may help your approvers – this does not show on typical reports
- Hit add item button – add second line if two account codes are used or if separating CF from new funds, click on step 3 button at the top of the page
- Hold from Further Processing Box: Tick this box and add in REQ Header comment box to PRS – explain it is a SUB & also include any approver justification and tick approver justification box
- Select All Box: Tick this box and select modify line button,
- Enter Shipping information for reporting purposes, then chartfield information, the percent is always 100% for each line. Do not make a single line with two distributions.
- Click okay for all distributions lines
- Click Attachments bubble; upload required docs: SSJ for anything over \$25K, FEA from FEA email and any add'l docs you deem helpful
- Review and confirm details, verify there is a vendor name on all lines, budget check and save and submit