After the Fact PO Form (ATF)

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After the Fact Overview

• **Policy/Guidelines**
  – After the Fact (ATF) purchases
    • Are "unauthorized purchases" per UCOP Bus 43 policy
    • Have been committed to the supplier without proper authorization
    • Are against policy and will be tracked for reporting purposes
    • Require justification for why this transaction was after the fact

• **When & How to Use**
  – Use the BearBuy After the Fact PO Form to pay for goods/services for which a Purchase Order (PO) should have been created but was not
  – Each supplier invoice should be submitted on a separate form
  – It is a requirement that you attach a completed After the Fact Justification Form, any necessary supporting documentation, and an invoice to the BearBuy After the Fact PO Form
  – Read the After the Fact PO How To Buy Guide for additional guidance

• **How to Avoid After the Fact Purchases**
  – Create a PO prior to requesting goods or services from a supplier
  – Set up an Amount-based (blanket) PO for multiple payments to the same supplier for emergency services you may need over a period of time
  – Do not approve a supplier to deliver goods or start services until you have a PO in place
  – Consult your Central Buyer for advice on how to better plan purchases so you can avoid after the fact purchases
HOW TO COMPLETE THE AFTER THE FACT PO FORM
Find & Select the Form

• Navigate to the **Forms for Specific Purchases** section at the bottom of the BearBuy Shopping Homepage

• Click on the **After the Fact PO Form** name to open the form
Supplier Information

- Read the instructions on the left side of the form and review the After the Fact How To Buy Guide linked on the form
- In the Request Information section of the form, type the supplier name in the Enter Supplier field
  - If the payee name is different from the supplier name, enter the name in the Payee field (optional)
  - To include a message with the payment, specify a message in the Payment Message field (optional)
  - Confirm the Remit To Address is correct
Invoice Information

- Enter the supplier’s invoice number in the Supplier Inv # field
- Enter the date of the invoice in the Invoice Date field
Justification & Documentation

• In the **After The Fact Justification** Section Provide a brief summary of why the unauthorized purchase was made.

• In the **Internal Attachments** section:
  – Attach a completed and signed **After the Fact Justification Form**
  – Supplier’s invoice
  – Any necessary supporting documentation (i.e. Certificate of Insurance, Conflict of Interest statement, pre-hire worksheet, etc.)
Goods or Services purchased After the Fact

• In the Description field, enter a description of the item or service purchased
• Enter the Unit Price and Quantity of the good or service purchased
• If multiple goods or services were purchased, use the second Description, Unit Price, and Quantity box to specify additional goods or services
  – Each good/service will create a separate line item
  – Additional After the Fact PO Forms may be used to specify additional goods or services lines
  – Separate taxable and non-taxable items into different lines
HIPPA & Commodity Code

• Specify if the supplier has access to Protected Health Information (PHI) and is subject to the Health Insurance Portability & Accountability Act (HIPAA)
  – Select HIPAA if the supplier has access to PHI
  – Select NO if the supplier does not have access to PHI
  – This question is required
• Select a commodity code for the purchase
  – The Commodity Code applies to all items entered on the form
SUBMITTING & APPROVING THE AFTER THE FACT PO FORM
Creating Requisition & Tax

• Add the form to your cart
• If any items are taxable, check the **Taxable** checkbox in your cart.
  – If the items are not taxable, ensure the box is not checked

• Specify any necessary information or values in your cart
• Process your cart like you would for a standard BearBuy order
Approvals

• After a Requester places the order, the requisition requires department Requisition Approver approval at any dollar amount

• For high dollar transactions over $5,000, Procurement Buyers will review and approve the requisition

• Required approvals can be viewed graphically from the requisition’s PR Approvals tab
Purchase Order

• A PO will be created after all necessary requisition approvals are completed
• The PO will not be sent to the supplier
• The PO encumbers funds and create liens
• A Voucher is auto-generated from the PO
Voucher

- The voucher always requires approval from the department Voucher Approver at any dollar amount
- The voucher is reviewed by Accounts Payable in the Controller’s Office
- A Voucher’s Approvals tab shows required approvals

- Once all approvals have occurred the Voucher will be payable
- After supplier net terms is met, the Voucher will be paid
Change Orders & Liens

• After the Fact POs **cannot** be modified once they are created
  – No Change Orders Request Forms should be submitted to modify After the Fact POs
  – If you made a mistake on the request, contact the Controller’s Office (COSolutionCenter@ucsf.edu) and ask to cancel the after the fact Voucher, submit a BearBuy Change Order Request Form to close the after the fact PO, and resubmit your after the fact request

• Change Order Request Forms can be submitted to close After the Fact Form POs to remove liens
PAYMENT REQUEST FORM USAGE
Payment Request Form

• When & How to Use:
  – To pay for an activity that does not require a PO
  – Each supplier invoice/supporting documentation should be submitted on a separate form
  – It is a requirement that you attach an invoice to the Payment Request; payment will not be processed without one
  – After the Fact transactions cannot be submitted using this form

• The Form can only be used for the following transactions:
  – Donations/Contributions
  – Government Fees/Visas
  – Guest Lodging
  – Honoraria
  – Memberships/Subscriptions
  – Refunds
  – Registration Fees
  – Relocation
  – Student Summer Programs
  – Suppliers who will not accept a PO
  – Telecom/Data Services
  – Utilities
Customer Support

• For BearBuy Application how-to questions:
  – Contact the IT Service Desk at (415) 514-4100, option 2 or appsupport@ucsf.edu

• For policies and procedural questions:
  – Email Supply Chain Management at BearBuy@ucsf.edu

• For payment related questions:
  – Contact the Controller’s Office Solution Center at COSolutionCenter@ucsf.edu or (415) 476-2126