

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 Vendor Checklist and additional documents if needed depending on the service agreement amount. Your assigned Pre-award Grants Officer is available to assist if needed. Vendor Checklist Note: If the vendor was named in the agency-approved budget, select “yes” on the checklist and disregard the other questions.			
<table><tr><td> Agreements Between \$0 and \$24,999 • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions. For this threshold: You do not need to send to your Pre-Award Officer for review and approval. Proceed to Step 4. </td><td> Agreements Between \$25,000 and \$49,999 • Vendor Checklist is required. ◦ If the vender was named in the agency-approved budget, select “yes” on the checklist and disregard the other questions. • Choose one of the following: ◦ 3 Quotes from different vendors ▪ The department may gather their own quotes. ▪ Select the vendor with the lowest reasonable price. ◦ Direct Award Form ▪ Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise). • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions. </td><td> Agreements \$50,000 and over • Vendor Checklist is required. ◦ If the vender was named in the agency-approved budget, select “yes” on the checklist and disregard the other questions. • Choose one of the following: ◦ Formal Bidding Process ▪ Conducted by the MU Purchasing Office (departments are not allowed to collect their own quotes at this level). ◦ Direct Award Form ▪ Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise). • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions. </td></tr></table>		Agreements Between \$0 and \$24,999 • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions. For this threshold: You do not need to send to your Pre-Award Officer for review and approval. Proceed to Step 4.	Agreements Between \$25,000 and \$49,999 • Vendor Checklist is required. ◦ If the vender was named in the agency-approved budget, select “yes” on the checklist and disregard the other questions. • Choose one of the following: ◦ 3 Quotes from different vendors ▪ The department may gather their own quotes. ▪ Select the vendor with the lowest reasonable price. ◦ Direct Award Form ▪ Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise). • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions.	Agreements \$50,000 and over • Vendor Checklist is required. ◦ If the vender was named in the agency-approved budget, select “yes” on the checklist and disregard the other questions. • Choose one of the following: ◦ Formal Bidding Process ▪ Conducted by the MU Purchasing Office (departments are not allowed to collect their own quotes at this level). ◦ Direct Award Form ▪ Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise). • The Service Agreement • MURC Addendum, when the agreement contains terms and conditions.
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Additional Step for Agreements over \$25,000	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 FTIIDEN 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.			

Service Agreement Process

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 \$25,000, 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 to find a vendor number in the Banner FTIIDEN screen. Screenshot 1 shows the search criteria selection. Screenshot 2 shows the search results table with a highlighted row. Screenshot 3 shows the search results table with a highlighted row.

Screenshot 1: Search Criteria Selection

Entity Name/ID Search FTIIDEN 3.3.4 (User/Prod)

Entity Name/ID Search

Details

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
Record 1 of 1											

Screenshot 2: Search Results Table

Entity Name/ID Search FTIIDEN 3.3.4 (User/Prod)

Entity Name/ID Search

Details

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
Record 1 of 1											

Screenshot 3: Search Results Table

Entity Name/ID Search FTIIDEN 3.3.4 (User/Prod)

Entity Name/ID Search

Details

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
1	REBECCA	REBECCA		Person	ID	Yes	No	No	No	No	
2	Computer Inc.			Corporation	Name	Yes	No	No	No	No	
3	Applegate	Ruth	Ann	Person		Yes	No	No	No	No	
4	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.

The screenshot displays the Banner FTMVEND screen. At the top, the title bar reads "Vendor Maintenance FTMVEND 9.3.22 (BanProd)". Below this, the "Vendor:" field is populated with "901" and a QR code, marked with a green circle "1". To the right, the "Corporation:" field is empty, and the "First Name:" field is populated with "Brittany". Below these, the "Last Name:" field is populated with "Bruce" and the "Middle Name:" field is populated with "Renee". A message bar at the bottom of the top section reads: "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."

Below the message bar, a tabbed interface is shown, with the "Address" tab selected, marked with a green circle "2". The tabs are: "Vendor Maintenance", "Additional Information", "Vendor Types", "Address", "E-mail", and "Taxes Collected".

The "Address" tab displays a form with the following fields: "Area Code", "Phone Number", "Extension", "Fax Area Code", "Fax Number", "Fax Extension", "Source", "Delivery Point", "Correction Digit", "Carrier Route", and "Registration Number". The "Inactivate Address" checkbox is located below the "Fax Extension" field and is circled in red, marked with a green circle "3". The "Record 4 of 17" indicator is visible at the bottom right of the screen.

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.

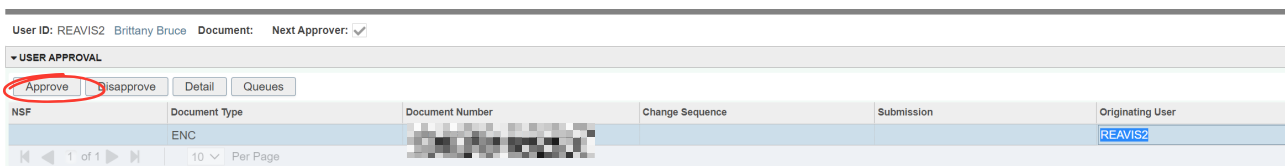
Thank you,

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 hit ok. In the top right corner, you will see a green box that says Document has your approval.



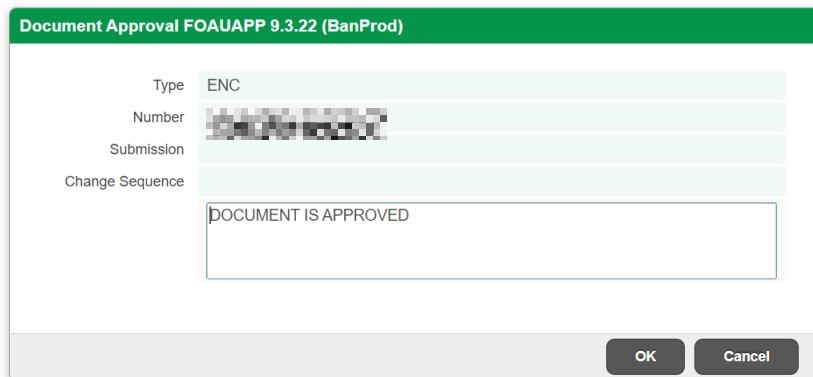
User ID: REAVIS2 Brittany Bruce Document: Next Approver: ✓

▼ USER APPROVAL

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User
	ENC				REAVIS2

1 of 1 10 Per Page



Document Approval FOAUAPP 9.3.22 (BanProd)

Type ENC

Number

Submission

Change Sequence

DOCUMENT IS APPROVED

OK Cancel

Creating a Requisition

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

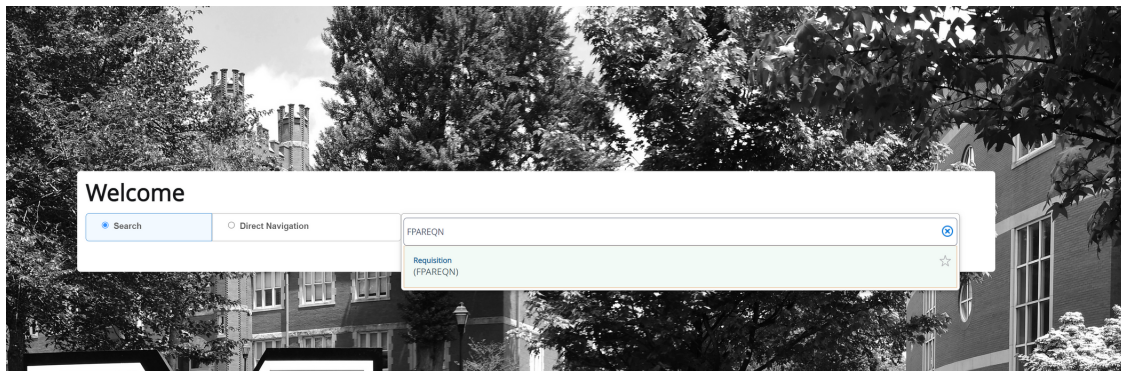
On the next screen type NEXT in the Requisition Number box. Then hit GO or use Alt Page Down.

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

A screenshot of the Banner system's requisition entry screen. The title bar at the top says 'Banner' and 'Requisition FPAREQN 0.0.24 (Bar/Proc)'. The main content area is divided into several sections. At the top, there's a 'Requisition: NEXT' section with fields for 'Requisition' (NEXT), 'Order Date' (07/19/2023), 'Transaction Date' (07/19/2023), and 'Delivery Date' (09/30/2023). To the right of these fields are 'Comments', 'Commodity Total' (0.00), and 'Accounting Total' (0.00). Below this is a 'Requestor/Delivery Information' section with tabs for 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' tab is active, showing fields for 'Requestor' (Brittany Bruce), 'Organization' (1524), 'COA' (2), 'Ship To' (AEC), and 'Attention To' (Brittany Bruce). There are also fields for 'Street Line 1', 'Street Line 2', 'Street Line 3', 'Contact', 'Building', 'Floor', 'City', 'State or Province', 'Zip or Postal Code', 'Nation', 'Area Code', 'Phone Number', and 'Extension'. Green callout numbers 1 through 8 are placed over specific fields: 1 over Order Date, 2 over Transaction Date, 3 over Delivery Date, 4 over Requestor, 5 over Organization, 6 over COA, 7 over Ship To, and 8 over Attention To.

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

Requisition: NEXT

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestion: NEXT
Order Date: 07/19/2023
Transaction Date: 07/19/2023
Delivery Date: 09/30/2023

Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text

Requestion: NEXT

Vendor Information

Vendor: Sodexo America LLC
Vendor Hold:
Address Type: PO
Sequence: 5
Street Line 1: Sodexo Inc and Affiliates
Street Line 2: PO Box 360170
Street Line 3:
City: Pittsburgh
State or Province: PA
Zip or Postal Code: 15251 6170
Nation: United States Of America

Contact: John Smith
Email: smith@xyz.com
Phone Area Code:
Phone Number:
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Discount:
Tax Group:
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.

Requisition: R2400305

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestion: R2400305
Order Date: 07/19/2023
Transaction Date: 07/19/2023
Delivery Date: 09/30/2023

Comments:
Commodity Total: 0.00
Accounting Total: 0.00
☒ Document Level Accounting

☐ In Suspense
☐ Document Text

Requestion: R2400305

Commodity/Accounting

Commodity: Keynote Speaker for Event
U/M: DOL
Tax Group:
Quantity: 1.00
Unit Price: 1,500.00
Commodity Text:
Item Text:
Add Commodity:

Extended Amount: 1,500.00
Discount: 0
Additional: 0.00
Tax:
Commodity Total: 1,500.00
Document Total:

Accounting: CDA
Year:
Index:
Fund:
Orig:
Acct:
Prog:
Act:
Proj:
NSF Override: ☐
NSF Suspend: ☐

Extended Amount:
Discount:
Additional:
Tax:
FOAPAL Total:
Document Total:
Remaining:
Commodity Amount:

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

ACCOUNTING											
Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Loan	Proj	
1 2		24		107173	1524	7083D	0030				
10 v Per Page											
				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											
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.

BALANCING/COMPLETION											
Vendor: 022208632						Currency:					
☐ Vendor Hold						Exchange Rate:					
COA: 2 MU Research Corporation						Commodity Record:					
Requestor: Brittany Bruce						Count:					
Organization: 1524						Input Amount: 1,500.00					
						Converted Amount:					
AMOUNTS											
		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

Encumbrance: P2100638

Encumbrance Period: All

Start Over

▼ ENCUMBRANCE INFORMATION

Description

XXXXXXXXXXXXXXXXXXXX

Status

C

Type

P

Date Established

08/25/2020

Balance

0.00

Vendor

270086421XXXXXXXXXXXXXXXXXXXX

▼ ENCUMBRANCE DETAIL

Item

0 Document Accounting Dis

Sequence

1

Fiscal Year

21

Status

C

Commit Indicator

U

COA

2

Index

Fund

XXXXXXXXXXXX

Orgn

1510

Acct

70253

Prog

0030

Actv

Locn

Proj

Encumbrance

3,350.00

Liquidation

-3,350.00

Balance

0.00

◀◀ 1 of 1 ▶▶

1 ▼ Per Page

Record 1 of 1

▼ 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

I0664943

-670.00

2,680.00

12/16/2020

INEI

I0668402

T

-2,680.00

0.00

12/16/2020

ADEI

I0668402

T

0.00

0.00

◀◀ 1 of 1 ▶▶

10 ▼ Per Page

Record 1 of 4