After the Fact PO Form (ATF)

May 2018
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

### Goods or Services Purchased After The Fact

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaker</td>
<td>15.00</td>
<td>3</td>
</tr>
<tr>
<td>Pipet</td>
<td>10.00</td>
<td>2</td>
</tr>
</tbody>
</table>
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 $10,000, 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:**
  – Cell Phone/Phone Lines
  – Donations/Contributions
  – Government Fees/Visas
  – Guest Lodging
  – Honoraria
  – Memberships/Subscriptions/Journal Publications
  – Refunds
  – Registration Fees
  – Relocation
  – Student Summer Programs
  – Suppliers who will not accept a PO
  – 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