CU Marketplace How-to: Creating Subcontract SPOs with F&A Split [1]

For Subcontract SPOs that are greater than $25,000 and need to account for F&A, the requisition needs to be set up with 2 PO lines, with account code 492600 pointing to line 1 and 492601 pointing to line 2. Note: this is not to be confused with 2 distribution lines on one PO line. The following is a quick guide that shows how to create a 2 line requisition.

Read the procedures

1. Open the form and create the first line. This line will be for account code 492600.
**SPO - Sponsored Project Subcontract**

Use this form to request a Sponsored Project Subcontract Standing Purchase Order (SPO).

The amount entered in the field titled “Standing Order Amount” will be the encumbrances in the subcontract SPO will be encumbered over multiple years, the total amount over the life of the subcontract will be the total amount over the life of the standing order.

**Standing Order Details**

Please provide a brief description (100 characters or less) of this blanket order request.

**SPO Description**

Explain the purpose of the SPO.

**Commodity Code**

17 - Subcontracts / Spousal or Other

**Standing Order Term**

**Begin Date**

02/01/2017

**End Date**

02/28/2017

**Additional SPO Details**

**Subcontract Grand Total (Multi-Year Only)**

100000

**Standing Order PO # being replaced**

Set the replacement PO number if applicable.
2. Change the **Available Actions** (on the top right hand corner) to **Add to Cart and Return**, click **Go**.

3. This will bring up a blank form. Enter the information for line 2 – this will be for 492601. The SPO Description, Commodity Code, Beginning and End Date and Subcontract Grand Total should all be the same as line 1.
**SPO - Sponsored Project Subcontract**

**Standing Order Request Instructions**

Use this form to request a Sponsored Project Subcontract Standing Purchase Order (SPO).

The amount entered in the field titled “Standing Order Amount” will be the encumbrances in the subcontract SPO will be encumbered over multiple years, the total amount over the life of "Subcontract Grand Total".

<table>
<thead>
<tr>
<th>Instructions</th>
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<tbody>
<tr>
<td><strong>Supplier</strong></td>
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<tr>
<td><strong>Fulfillment Address</strong></td>
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<tr>
<td><strong>Supplier Phone</strong></td>
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</tbody>
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**Distribution**

The system will distribute purchase orders using the method(s) indicated below:

- Check this box to customize order distribution information.

**Email (HTML Body)**

tara.nicklay@du.edu

**Standing Order Details**

Please provide a brief description (100 characters or less) of this blanket order request.

**SPO Description**

- **Training documentation**

232 characters remaining

**Commodity Code**

- 17 - Subcontracts / Services

**Standing Order Term**

**Begin Date**

- 02/01/2017

**End Date**

- 02/28/2017

**Additional SPO Details**

- **Subcontract Grand Total (Multi-Year Only)**: 100000
- **Standing Order PO # being replaced**
4. Leave **Available Actions** as **Add and go to Cart** then click **Go**.

5. Now you should see two lines for this requisition. Click the **Add SpeedType/Shipping/etc.** button.
6. Click on the **Accounting Codes** tab:
7. On the header line add the SpeedType and account code 492600, then on line 2 click the **edit** button (on the right of the line) and change the account code to 492601.

8. Submit the requisition.