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. This guide shows how to create a 2 line requisition.

Note: This is not to be confused with 2 distribution lines on one PO line.

**Read the procedures**

9. Submit the requisition.

   1. Open the form and create the first line. This line will be for account code 492600.
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 the "Subcontract Grand Total".

**Instructions**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>University of Denver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulfillment Address</td>
<td>000001: (preferred)</td>
</tr>
<tr>
<td></td>
<td>2130 South High Street</td>
</tr>
<tr>
<td></td>
<td>Denver, CO 80210 US</td>
</tr>
<tr>
<td></td>
<td>select different fulfillment</td>
</tr>
<tr>
<td>Supplier Phone</td>
<td>+1 (303) 871-3215</td>
</tr>
<tr>
<td>Distribution</td>
<td><a href="mailto:tara.nicklay@du.edu">tara.nicklay@du.edu</a></td>
</tr>
</tbody>
</table>

**Standing Order Details**

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

**SPO Description**

| training documentation |

232 characters remaining | expand | clear |

**Commodity Code**

| 17 - Subcontracts / Supplies |

**Standing Order Term**

| Begin Date | 02/01/2017 |
| End Date   | 02/28/2017 |

**Additional SPO Details**

Subcontract Grand Total (Multi-Year Only)

Standing Order PO # being replaced

100000
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. Scroll down to the **Accounting Codes** section:

7. On the header line add the SpeedType and account code 492600. Click **Save**.

8. Scroll down to the line items and on line 2 click the **Line Item Actions** or three dot icon and select **Override Accounting Codes**. Change the account code to 492601.

9. Submit the requisition.

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**Have a question or feedback?**

**Questions & Feedback** [2]

**Feedback or Question ** *

**Your Email Address**

Submit

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**Source URL:** https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split

**Links**


[2] https://www.cu.edu/controller/forms/questions-feedback-0