

FINANCIAL IMPACT STATEMENT INSTRUCTIONS

I. BACKGROUND

All purchases of goods or services in excess of \$1,000, and any other commitments of University resources, must be documented by a written contract approved by University Counsel. A completed and executed Financial Impact Statement (FIS) must be submitted along with the contract. The FIS is available on University Counsel's website at www.temple.edu/legal/Forms.htm.

The FIS and the contract commitment process (available on the Purchasing website at www.temple.edu/purchasing/policies_procedures.htm) enable the University to identify, track, and manage all contracts. In addition, the University captures vendor solicitation and/or award information.

The FIS does not replace or substitute for a Capital Expenditure Request (CER). If a CER is required, a copy of the approved CER form must also accompany the submission. The CER form and instructions may be found on the Facilities Management website at www.temple.edu/facilities under "Forms".

II. HOW TO COMPLETE THE FIS

** If the contract does not include any payments BY the University, but only TO the University, or does not involve any payments at all, only complete Sections I, II and IV. In Section II-C indicate that the total amount of payments is "0".

Section I – Information about the Vendor or Service Provider and the Contract

- I-A Provide complete contact information so that new firms can be added to the vendor file. The vendor or service provider should be able to provide its federal tax ID number.
- I-B Provide a brief description of the project, as well as information about the contract. If the contract is an unmodified Temple University form, processing can be expedited.
- I-C The Temple University contact information is required in case questions arise during processing of the contract and to ensure that the executed document is delivered correctly.

Section II – Financial and Commitment Information

- II-A Provide the start date and end date for the contract.
- II-B Indicate whether the contract requires a Capital Expenditure Request (CER), and if so, provide the CER with your submission.

II-C Provide the total cost of the contract, and the timing of payments. The cost of the contract can be charged to multiple centers. If additional space is needed, attach a separate sheet.

Section III – Procurement Information

III-A Indicate who conducted the purchasing process for this contract. If Purchasing handled the process, check the appropriate space and skip to Section IV. If a department other than Purchasing handled the process, fill in the name of that department.

III-B Indicate whether or not this is a sole source request. “Sole source” means that only one vendor was solicited.

If this is a sole source request, attach a sole source justification form or submit a detailed written explanation of the need for the sole source arrangement.

If multiple firms were solicited, provide the requested information regarding the solicitation process and participating vendors.

Section IV – Approvals

IV-A Obtain the signature of the applicable budget unit head or authorized signatory.

IV-B Obtain the signature of the applicable Vice President or Provost

In each case, print the name of each signatory in the space indicated so that signatures can be verified.