

## **Text Requirements for Level 1 and Level 2 Contracting Authority Purchase Orders and Invoices.**

### **Purchase Orders - Level 1 Contracting Authority:**

- If completing a Banner Purchase Order, include in the Document Text, but do not print on the Purchase Order
  - L1CA [*Insert on First Line of Document Text*]
  - [name of individual exercising Level 1 Contracting Authority]
  - [name of individual approving commitment of funds]
  - [list additional approvals, if required – see Approvals List]
  - [your name and phone extension]
- If completing a paper Purchase Order – please document all of the above information in your files

*NOTE: For both Banner and paper Purchase Orders, the individual exercising Level 1 Contracting Authority must sign Purchase Order before submitting to vendor*

### **Purchase Orders - Level 2 Contracting Authority:**

- If completing a Banner Purchase Order, include in the Document Text, but do not print on the Purchase Order
  - L2CA [*Insert on First Line of Document Text*]
  - [name of individual exercising Level 2 Contracting Authority]
  - [name of individual approving commitment of funds]
  - [list additional approvals, if required – see Approvals List]
  - [your name and phone extension]
- If completing a paper Purchase Order – please document all of the above information in your files

*NOTE: For both Banner and paper Purchase Orders, the individual exercising Level 2 Contracting Authority must sign Purchase Order before submitting to vendor*

### **Invoices – Level 1 Contracting Authority:**

- L1CA [*Insert on First Line of Document Text*]
- [name of individual exercising L1CA]
- [name of individual approving the payment is due and payable (may be same person exercising L1CA)]
- Either:
  1. List contract # or purchase order #, if applicable (if you are doing a direct pay invoice associated with a FIS PO, list the FIS PO number); of
  2. If you do not have a written contract or purchase order, generally describe what goods and/or services are being paid for.
- If applicable: list if a partial payment, and, if so, the total paid to date against the contract
- Your name and phone extension

### **Invoices – Level 2 Contracting Authority:**

- L2CA [*Insert on First Line of Document Text*]
- [name of individual exercising L2CA (this is the individual that signed the contract/PO)]
- [date signed]
- [name of individual approving the payment is due and payable (may be same person exercising L2CA)]
- List contract # or purchase order # (if you are doing a direct pay invoice associated with a FIS PO, list the FIS PO number)
- If applicable: Describe how the payment was calculated
- If applicable: If the invoice exceeds the PO or contract, provide an explanation
- If applicable: List end date of contract or PO
- If applicable, list if a partial payment and, if so, the total paid to date against the contract
- Your name and phone extension

NOTE: If you are **not** exercising L1CA or L2CA, then please refer to the Business Affairs AP Invoice Text Requirements found at: <http://ba.uoregon.edu/staff/invoice-text-requirements-foatext>