**Signers' Business Office (SBO)**
201A Eielson Bldg., P.O. Box 757580, Fairbanks, AK 99775-7580 Phone (907) 474-1526 Fax (907) 474-6535

**Website: uaf.edu/sbo/purchasing/**

- Purchasing Form for all actions NOT using a Credit Card.

Avoid delays in processing of Procurement (non-credit card) actions by ensuring you are providing the necessary information:

- Updated W-9 for vendors.
- Honorarium/Guest Speaker forms complete with signatures including the thank you letter.
- If this is for a service being provided by a business or individual, please be sure to provide the Statement of Work with the dates work will be performed (starting and ending), amount UAF will be paying the vendor and if there are any deliverables to be received. Please note, an Independent Contractor Determination form may be required for any individual or company not an LLC or S-Corporation.
- If purchasing goods or items, please be sure to clearly provide the specific item requested and vendor.
- If this is an award

Our procurement email address is: uaf-sbo-procurement@alaska.edu.
This is monitored by several individuals to ensure timely response and processing of requests.

UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: **www.alaska.edu/nondiscrimination/**.