

KFS Quick Reference Guide

Business Contracts/Agreements

Detailed instructions for completing a KFS Requisition document is located at Portal.uci.edu > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides. This Quick Reference Guide for Business Contracts/Agreements provides additional and specific instructions to complete this type of Requisition, and specific commodity codes.

Common Commodity Codes for Business Contracts/Agreements

| Agreement Type | Common Commodity Codes <small>*Additional codes on back</small> | Required Internal Forms <small>Portal > Faculty & Staff > Finances > Buying > Contracts/Agreements - Business > More info</small> |
|--|--|---|
| Service Agreement <ul style="list-style-type: none"> Formerly a "C-number" in PAL | 80000000 | Pre-Hire Worksheet Justification |
| Professional Service Agreement | 80100000 | Pre-Hire Worksheet Justification |
| Consultant Agreement <ul style="list-style-type: none"> Formerly "M11-number" or "N11-number" | 80101500 | Pre-Hire Worksheet Justification Administrative Review |
| Single Payment Agreement <ul style="list-style-type: none"> Must use UCI Agreement form | 80000000 | *PRS Contract Services may request additional forms |
| Performance Agreement <ul style="list-style-type: none"> Used for musician, speaker, etc. | 82150000 | Pre-Hire Worksheet |
| Misc. Agreement <ul style="list-style-type: none"> 3rd party form (non UCI) | 80000000 | Justification |
| Collaborative Agreement <ul style="list-style-type: none"> Example: summer youth program and vendor provides program, UCI registers students, collects fees, then pays vendor a % of net profits. | | |
| Facility Use Agreement | 80131502 | *PRS Contract Services may request additional forms |
| Vessel Charter Agreement | 90121503 | Justification |

Document Overview Tab

- Description:** Enter "C/A" for contract/agreement and the vendor name. For example: *C/A Digital Payment Technologies*
- Explanation:** Indicate if a UCI or 3rd party vendor agreement is the proposed form of agreement.
 - UCI agreements are the preferred choice.
 - If the agreement extends beyond the current fiscal year, state that it is a **Multi-year Agreement** and indicate the maximum amount payable under the agreement in the Explanation field.

Delivery and Vendor Tab

- No additional changes from Requisition Fundamentals instructions

Items Tab

- Item Type: No Qty, nontaxable** (represents a service) covers most contracts/ agreements.
 - If the contract/agreement includes a service and a good, then enter each as a line item. Use **Qty, taxable** for goods. **Use the same commodity code for each line item** (see Common Commodity Code examples above). The next page displays a complete list of business contract/agreement commodity codes.
 - Separate fees from reimbursable expenses, such as:
 - Fees:** No Qty, nontaxable
 - Airfare/Travel Reimbursement:** No Qty, nontaxable
 - Training Materials (sold by vendor):** Qty, taxable
- Description:** Enter one or two sentences that summarize the Scope of Work from the agreement.
- Unit Cost**
 - For **Qty, nontaxable**, enter the rate to be applied to the **UOM**. For example, the **UOM** is hours; enter \$20 in the **Unit Cost** field.
 - For **No Qty, nontaxable**, enter the total fee to be paid.
 - If your agreement is a **Multi-year Agreement**, only enter the amount that will be paid in the current fiscal year.
- Object Codes:** Use the same object code that describes the commodity unless the commodity belongs to UCI.

Payment Info

- Check the box next to **Recurring Payment** and use the calendar icon to input a date range for the Requisition.
 - Count 90 days out from the agreement end date to allow enough time for Accounts Payable to process payments.

Notes and Attachments Tab

- Only attach internal documents: informal competitive process, justification, contractor/consultant proposal or insurance certificate.
 - Transactions over \$100,000 must have an RFP (Request for Proposal).
- Please don't attach copies of contracts or agreements here as the document won't be editable when received by [PRS Contract Services](#). Instead email draft agreements or contracts as word documents to contracts@uci.edu after the Requisition is closed. In the subject line of the email, enter the *same description* used in the **Document Overview** tab and add the Purchase Order document number.

Calculate and Submit the Requisition

Commodity Codes for Business Contracts/Agreements

| Commodity Code | Title |
|----------------|--|
| 78111501 | Helicopter services |
| 80000000 | Management and Business Professionals and Administrative Services |
| 80100000 | Professional Services Agreement (Management Advisory Services) |
| 80101500 | Consultant services, Consultation, Analysis, Analyze, Evaluate, Evaluation, Advice, Advisor, Advise |
| 80110000 | Human resources services |
| 80111500 | Human resource development, Training, Trainer, Coaching, Coach, Staff, Employee, Management, Manager, Career, Vocational |
| 80111600 | Temporary personnel services |
| 80111700 | Personnel recruitment, Recruiting |
| 80120000 | Legal services, Criminal law, Business law, Civil liability law, Family law |
| 80131501 | Residential rental, Apartment rental |
| 80131502 | Commercial or industrial facility rental, Facility use, Museum, Theatre rental, Theater rental |
| 81000000 | Engineering and Technology Based Services, Professional engineering services, Civil engineering, Mechanical engineering, Electrical and electronic engineering |
| 82130000 | Photographic services, Photographers, Cinematographers, Videographers, Video, Film, Filming |
| 82150000 | Professional artists and performers, Performing arts professionals, Live performances, Live performer, DJ, Disc Jockey, Singer, Musician, Speaker, Presenter, Key note speaker |
| 82151500 | Visual art services |
| 84130000 | Insurance and retirement services |
| 84131500 | Insurance services for structures and property and possessions |
| 84131517 | Travel insurance |
| 84140000 | Credit agencies |
| 84141601 | Consumer credit gathering or reporting services |
| 85000000 | Healthcare Services, Healthcare centers, Healthcare provider support persons, Clinical trial services |
| 85110000 | Disease prevention and control, Contagious disease prevention and control, Non contagious disease prevention and control, Disease vectors management and control |
| 85120000 | Medical practice, Medical doctors specialist services, Healthcare providers specialists services, Pharmacists, Dental services, Rehabilitation services, Individual health screening and assessment services |
| 86000000 | Education and training services, Instructor Agreement, LOA |
| 86111500 | Distance learning services |
| 86111600 | Adult education |
| 86111700 | Language schooling |
| 86111800 | Educational exchanges |
| 86130000 | Specialized educational services |
| 86141501 | Educational advisory services |
| 86141503 | Study abroad advisory services |
| 90120000 | Travel facilitation, Travel agent |
| 90121503 | Chartering services, Boat, Boats, Vessels, Ships, Aircraft, Aeroplane, Airplane |
| 90131600 | Taped or motion picture performances |
| 90141503 | Exhibitions |
| 90151603 | Art exhibitions, Art loan, Art exhibit |
| 93131705 | Drug abuse prevention or control programs |
| 93141712 | Protection of intellectual or cultural property services |
| 93141800 | Employment services |
| 93141802 | Foreign student recruitment services, International Marketing Agreement, IMA |