



Guidelines for Expending HJF-Administered Funds: Requisitions versus Disbursements via Form 334

Most expenditures of HJF-administered funds should be accomplished by entering a requisition in HJF's procurement system (Oracle EBS iProcurement). This applies to ordering supplies and equipment, as well as paying for any recurring expenses, including FedEx shipping and ongoing services such as cleaning, maintenance and consulting services. Any recurring item and all one-time transactions exceeding \$500 should begin as a requisition. These transactions should not be processed via submission of HJF's Disbursement/Reimbursement Form 334.

Under no circumstances should transactions exceeding \$10,000 be initiated with the expectation that the vendor can be paid via HJF's Disbursement/Reimbursement Form 334. All transactions exceeding \$10,000 must be evaluated for open competition and price reasonableness prior to any work being conducted.

This evaluation is generally conducted when requisitions in Oracle EBS iProcurement are accompanied by a minimum of two competitive bids, quotes or proposals from multiple sources, or a sole source noncompetitive justification and evaluation of price reasonableness.

The practice of submitting invoices to be paid for work already conducted via HJF's Disbursement/Reimbursement Form 334 impedes HJF's obligation to ensure that transactions are conducted in a manner to provide free and open competition to the maximum extent practical.

HJF Form 334 should only be used for low-dollar nonrecurring payments where a purchase order or contract is not feasible. Examples of specific items that will not be processed on HJF Form 334 and should instead initiate as a requisition are:

- Facility rent
- Equipment costing more than \$500
- Subcontracts
- Consultants and consulting services
- Payments to agencies for temporary personnel
- Recurring payments for supplies, service agreements/vendor contracts: lawn service, cleaning services, maintenance, etc.
- Meeting expenses such as payments to hotels and caterers.

HJF Accounts Payable staff will notify Research Administration and Program Operations of all actions over \$500 improperly submitted with a HJF Form 334. These exceptions will be reviewed by HJF and may result in corrective action plans being implemented.

Reminder: HJF Accounts Payable staff cannot process invoices that are not made out to HJF. Please ensure that invoices are addressed to "The Henry M. Jackson Foundation." If you receive an invoice with a shipment, please ensure that it is made out to the correct institution, and then forward to HJF Accounts Payable electronically via ap-docs@hjf.org.

How to Make Purchases With HJF	
Action	Tool or Form to Use
Ordering supplies and equipment	Enter requisition in Oracle EBS iProcurement
Ordering ongoing services (such as FedEx shipping, cleaning, maintenance and consulting services)	Enter requisition in Oracle EBS iProcurement
Any recurring item	Enter requisition in Oracle EBS iProcurement
All one-time transactions exceeding \$500	Enter requisition in Oracle EBS iProcurement
Cash awards to HJF employees	HJF Form 230 – Award Request Form
Honorarium payments to guests	HJF Form 316 – Honorarium Request
Expenses for POV mileage	Oracle EBS iExpense OR HJF Form 322 – Travel Expense Report
Low-dollar nonrecurring payments where a purchase order or contract is not feasible	HJF Form 334 – Disbursement/ Reimbursement Form

When entering a requisition, any new vendors (domestic or international, companies and individual consultants) must be qualified before the requisition can be processed. To expedite a requisition with a new vendor, you can alert HJF Purchasing staff members prior to entering the requisition by sending an email to purchasing@hjf.org or USUpurchasing@hjf.org with the subject line “new vendor.” The email should include the vendor's name, address and contact information (phone and email). HJF staff will contact the vendor and enter the new vendor into the iProcurement system once the vendor has completed the appropriate paperwork.

In the event a requisition was not previously entered for goods or services already invoiced, and you intend to submit the (less than \$10,000) invoice via the Form 334, follow these steps:

- **Contact your HJF primary analyst and inform them of the situation.**
- **Include a full explanation as to why the procurement was not handled with a requisition and what corrective action will be taken to avoid this situation in the future.**

If you need assistance with entering a requisition, contact the HJF Purchasing Department at 240-694-4009 or send an email to purchasing@hjf.org. Staff members will assist you with access to and training on the requisition process. Additionally, HJF offers instructor-led training on various financial topics, including iProcurement and requisition entry. To view a schedule of classes, log on to HJFOnline and click on the Learning Center under the Employee Quick Links on the homepage. For any other questions, contact the Purchasing Department at 240-694-4009, purchasing@hjf.org or Accounts Payable, 240-694-4032, ap@hjf.org.