

# PSA Confirming Order – Compliance Checklist

## IMPORTANT NOTICE

A **confirming order** indicates that **University policy was violated** because services began **before** a fully executed Professional Services Agreement (PSA) and an approved Purchase Order (PO or BPO) were in place.

As a result, you **must** follow the Confirming Order process and **complete this checklist in its entirety**.

Failure to complete **all required steps** may result in **payment delays, additional administrative review, or denial of reimbursement**.

## Policy Requirement (Standard Practice)

**All PSAs must be accompanied by an approved Purchase Order (PO or BPO before the start of any services)**, regardless of whether the consultant is paid:

- Once, **or**
- In multiple installments

Proceeding without prior approval is **not permitted** under University policy.

## What Is a Confirming Order PSA?

A PSA becomes a **Confirming Order** when:

- Services began **before** the PSA and PO/BPO were fully executed
- Normal procurement procedures were **not followed**
- **CFO approval is required** to proceed retroactively

**Confirming Orders are exceptions, not standard practice, and are subject to enhanced scrutiny.**

### Required Documentation (ALL ITEMS REQUIRED)

- Fully executed **Professional Services Agreement (PSA)**
- CFO approval letter** (current CFO, Orley Wainberg) authorizing the Confirming Order
- Written explanation describing **why services began before PSA and PO approval**
- Consultant **invoice**

**⚠ Services must not continue** until all documentation and approvals are complete.

### Vendor Verification in ESM

- Confirm whether the vendor already exists in **ESM**

#### If vendor IS already in ESM:

- Upload PSA
- Upload CFO approval letter
- Upload invoice

#### If the vendor is NOT in ESM (new vendor):

- Individual: W-9
- Entity: W-9, NJ Business Registration Certificate (NJ BRC)
- New Vendor Form
- Submit documents to **Patricia Bontempo** for vendor setup
- Allow **24 hours** for vendor activation before proceeding

### Requisition & Approval Process

- Enter requisition in **ESM**
  - PO** – one-time payment
  - BPO** – ongoing or installment payments
- Wait for **all required approvals** to be completed
- Once the PO or BPO is issued:
  - Receive the transaction** in ESM

### Invoice Submission for Payment

- Email invoice and PO/BPO to [acctspay@kean.edu](mailto:acctspay@kean.edu)
- CC: **Ada Rodriguez**

Accounts Payable will process and remit payment.

### Final Compliance Reminder

**🚫 Do not allow services to begin** without:

- A fully executed PSA
- An approved PO or BPO

Confirming Orders document a **policy violation**; they do not override procurement requirements.