

# 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.