

PCS JUSTIFICATION FORM INSTRUCTIONS

When submitting contracts **under (<) \$5,000** process as follows: complete a “**PCS Justification Form**” with a SAP Purchase Requisition (send to buyer initials “SL”) and include any supporting documentation needed (i.e., invoice for CWO, etc.); this can be faxed to 501-686-8628 or mailed to SLOT 762.

When submitting contracts **over (>) \$, 5001** utilize the multi-page “**PCS Contract Form**” located on the Contract Services web site <http://ss.uams.edu> or contact Tricia Langston (501-686-8451) or Suzanne Leslie (501-686-6134) for complete PCS processing instructions.

NOTE: The check will be issued to whomever is indicated as the Contractor on the PCS form and SAP requisition. Please insure this information is accurate.

The below are GL ACCOUNT #'S and MATERIAL GROUPS for PCS Contracts under (<) \$5,000:

<u>GL/ACCOUNT</u>	<u>MATERIAL GROUP</u>
531600 / Interpreter Services	C50
531000 / Legal Services—Compensation Expenses 531001 / Legal Services – Reimbursable Expenses	C45
531100 / Accounting Services – Compensation Expenses 531101 / Accounting Services – Reimbursable Expenses	C41
531200 / Engineering Services – Compensation Expenses 531201 / Engineering Services – Reimbursable Expenses	C48
531300 / Architect Services – Compensation Expenses 531301 / Architect Services – Reimbursable Expenses	C61
531350 / Other Medical Services – Compensation Expenses 531351 / Other Medical Services – Reimbursable Expenses	C55
531400 / Professional/Admin Services – Compensation Expenses 531401 / Professional/Admin Services – Reimbursable Expenses	C43

