## Instructionally Related Activities (IRA) Process Map for Payments IRA DPR Package checklist: RA Advisor IRA DPR Form Start Vendor's W9 IRA Advisor emails ASI to request IRA fund validation. COI (if event is to be held on campus) Must initiate at least 10 business days prior to event. Vendor's Agreement (if applicable) Have IRA DPR package prepared. Complete ASI JotForm Check Request Prepare in advance and submit IRA DPR Package to Procurement once requested A) Conduct fund validation Receive IRA DPR package processed by Procurement, with Agreement Processes payment ASI B) Reply to advisor on availability of funds and cc (if applicable) End Procurement for hand off if funding available No **Procurement** A) Assignment of valid IRA request to buyer A) Procurement to sign and acquire vendor signature on Agreement B) Buyer requests DPR Package from advisor Is an Agreement required in addition to B) Forward RMS's reviewed Agreement, confirmation of insurance C) Buyer evaluates for risk, scope; assigns contract the IRA DPR package? coverage, and IRA DPR package to ASI number if applicable Yes Management A) Apply risk management evaluation of Agreement B) Evaluate insurance needs of agreement

**If not received 10 business days prior to the event**, require IRA Advisor to provide a memo with appropriate leadership justification and signatures.

Send email notification to Sebastian Head with IRA Advisor's contact information (Nicole Lack serves as Sebastian's backup).