

Requisition Forms - Purchases over \$10,000 – Export Control

Purchases of equipment, tooling, or services in an amount greater than \$10,000 require the department personnel (purchaser) to submit a requisition form to the PACS office. In addition to the requisition form, purchasers are required to provide three supplier sources. If only one source is available, a Sole Source Verification Form must be submitted. **The purchaser should take the following steps:**

1. Prior to placing an order, the purchaser should reference the UAccess vendor file to verify the vendor has been approved and has an established account. If the vendor is not on the approved vendor's list, a W-9 form must be submitted to PACS to establish an account for the new vendor. PACS will create an account and account number within the university system for the new vendor.
2. Request the export classification - either ECCN or ITAR Category - from the vendor before placing the order for equipment/hardware (item), **if:**
 - The item is for an export-controlled project which has a Technology Control Plan;
 - The item will be shipped or taken outside the U.S., and/or
 - The item has a military or space capability, or is a laser, sensor, infrared camera, or high-performance computer.
3. If placing an order for a vendor to **manufacture** an ITAR controlled article, the vendor is required to complete the ITAR Vendor Certification if one is not already on file.
 - The original ITAR Vendor Certification will be kept on file with the department making the purchase in accordance with record keeping requirements.
 - Notify the department IT personnel to create a Secure Vendor Folder if it is decided to use the secure folder method for transmitting data:
 - A folder within the department IT Secure Vendor Folder will be created with a username and password unique to the vendor.
 - Authorized department IT personnel will e-mail vendor the link.
 - Authorized personnel will telephone the vendor to provide username and password.
 - Optionally, ITAR data and documents may be mailed or given to the vendor via an encrypted USB flash drive, or if hard-copy documents are mailed to the vendor, each page of the document must be marked "**ITAR controlled: do not distribute to non-U.S. persons**" prior to mailing. **At no time should ITAR controlled technical data be emailed to a vendor.**

University Export Control Program
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<https://rgw.arizona.edu/compliance/export-control-program>