

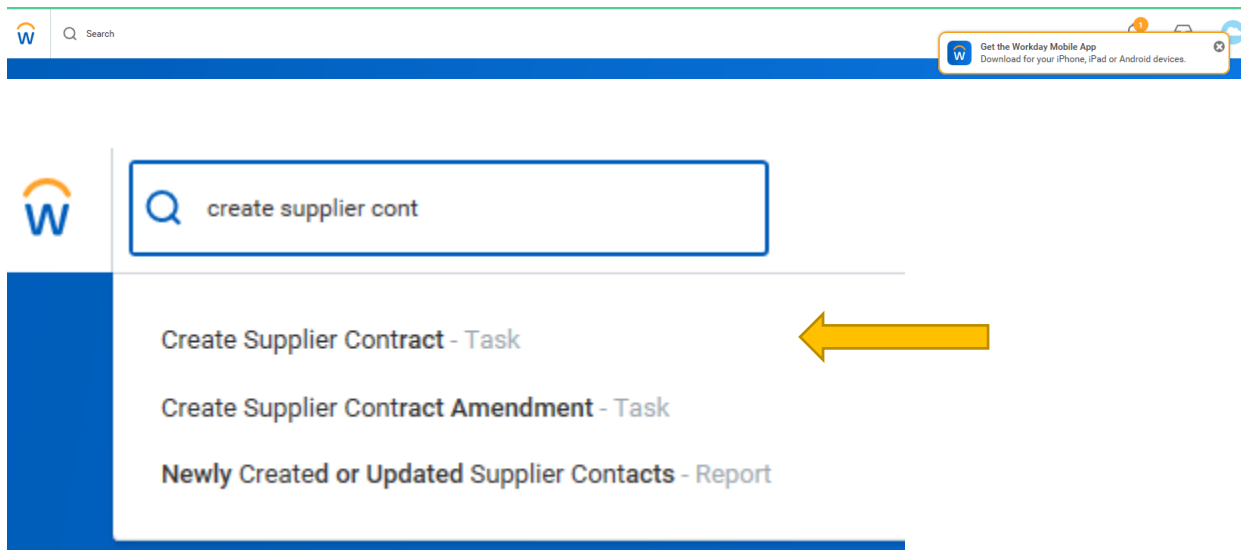
## Subaward Work Instructions for Workday

The purpose of this document is to explain the Subaward processes in the Workday system for New Subawards and Modifications. The GCO will complete Workday activities at Execution of New Subaward or Modification.

To see quick-find sections, click the View tab and check Navigation Pane.

### Create a New Supplier Contract:

1. **Create Supplier Contract** task
  - a. Enter “Create Supplier Contract” in search bar. Click “Create Supplier Contract” task.



2. Enter the “Create Supplier Contract” fields according to the guidance below.
  - a. **Supplier** = Search my Supplier ID (S-#####; found in MasterStore)
  - b. **Contract Type** = “Subrecipient Award”

#### Notes:

- i. If GCO is setting up multiple Supplier Contracts under the same grant, a shortcut is to use the Copy Details from Existing Supplier Contract radio button in the Create Supplier Contract screenshot below.
- ii. If Subrecipient is not in Workday, they will need to register as a supplier via [PaymentWorks](#). See the Subawards Team OneNote for work instructions on how to initiate supplier registration and FAQs about using PaymentWorks.

## Create Supplier Contract

Please be sure to populate the relevant Tax Applicability on each line of the Supplier Contract.  
All Utilities related Spend Categories will have a Default Tax Applicability of 'Utilities.' All Building Lease Spend Categories will have a Default Tax Applicability of 'Real Property Rental.'

Company \*

Supplier \*

Contract Type \*

☒ Create Blank Supplier Contract

☐ Copy Details from Existing Supplier Contract

3. Enter **Contract Information** and **Terms and Amounts** according to the guidance below. All other fields auto-populate.
  - a. **Contract Name** = ASUB # (full number with zeros)
  - b. **Start Date and End Date** = POP dates from subagreement
  - c. **Contract Signed Date** = Fully executed date from subagreement
  - d. **Total Contract Amount** = Total Obligated Amount from subagreement

### Contract Information

Company \*

Supplier \*

Contract Specialist \*

Contract Type \*

Contract Name \*

Contract Reference

On Hold ☐

### Terms and Amounts

Start Date \*

Contract Signed Date

End Date

Total Contract Amount

Line Extended Amount 40,000.00

Line Tax Amount 0.00

Currency \*

Default Tax Code

Default Payment Type Check

Override Payment Type

Credit Card (empty)

4. Scroll down to add **Service Line**. Click **(+)** to enter fields according to the guidance below. All other fields will auto-populate.

**Note:** The page defaults to “Goods Lines”. GCO needs to click “Service Lines”.

- Line Number** = “01” for first account, “02” for second, etc.
- Description** = “ORSPA Subawards”
- Spend Category** = “Subagreement Sponsored Use Only”
- Tax Applicability** = “Non-taxable”
- Extended Amount** = Total Obligated Amount (Same as 3. d. **Total Contract Amount** above) in most cases. For multi-account or phased projects, each line may have specific amounts that match the amounts obligated in corresponding grant accounts and add up to the total contract amount above.
- Start and End Dates** = Period of Performance (For multi-account or phased projects, each line may have specific dates of performance)
- Grant** = GRXXXXX
  - By entering the Grant, the Cost Center and Additional Worktags will auto populate

**Note:** GR# should be included in ERA subaward task in the child account field. This is also included in the ASUB page within the AWD.

Goods Lines Service Lines Project-Based Service Lines Tax Attachments Notes

Service Lines 1 item

*Line Number	Contract Line	*Description and Category	Tax	Tax Recoverability	Cost	Renewal
01	Company for Invoices Arizona State University On Hold <input type="checkbox"/>	Item Description * ORSPA Subawards Spend Category * Subagreement Sponsored Use Only	Tax Applicability * Non-taxable Tax Code Non Taxable (0%)	Zero Rate for Conversion: ARIZONA DEPARTMENT OF REVENUE (0%) Nonrecoverable + no Allocation	Extended Amount * 40,000.00	Do Not Auto-Renew <input type="checkbox"/> Renewal Amount 0.00

Goods Lines Service Lines Project-Based Service Lines Tax Attachments Notes

Service Lines 1 item

Project	Gift	Grant	*Cost Center	Program	*Additional Worktags
		GR34266 ZTEST AH 031918 - Collaborative Research: Ontogeny of	CC0022 BDI-Pathfinder Center		Fund: FD3000 Sponsored Funds Campus: Downtown Phoenix Activity: A2200 Individual and Project Research

5. Click Submit and below screen appears. This completes the process for Subawards.
  - a. Save this page by clicking on the printer icon that will appear in the top right corner. This will allow the GCO to download a PDF. Upload in the required Financial Summary Report field in ERA subaward task.

**You have submitted**  
 Supplier Contract: SCON-P300000089 for Supplier: KANSAS STATE UNIVERSITY starting on 05/18/2018 Actions

Up Next
Do Another

Check Budget (Financial) for Supplier Contract Event - Batch/Job: Run Budget Check
Create Supplier Contract

> **Details and Process**

Edit ASU\_SubawardChange - Internet Explorer

**This activity captures all modifications made to the Subaward including At Risk and original contract. When complete the Subaward will move back to an Active state.**

**Please fill in the following required information:** Displays on Subawards workspace under the Subaward Change History tab.

\* Agreement Task that processed modification: null Select... Clear

\* Modification Number:  If not mod, input 00

\* Effective Date:  Executed Date

Payment Basis:

Risk Assessment:

**Obligated:**

\* Amount Obligated/Deobligated this action:

\* Total Obligated Amount:

Obligated Start Date:

Obligated End Date:

**Anticipated:**

Total Anticipated Amount:

Anticipated End Date:

**Cost Share:**

Cost Share: ☐ Yes ☐ No Clear

Total Cost Share Amount:

Purchase Order #:  Update if needed

\* Comments: Copy from Agreement Finalize Subaward Task - Final Brief comments field

7/16/18 VW: Executed Subaward. Created Supplier Contract for Total Obligated Amount.

\* Required

OK
OK and Add Another
Cancel

The SCON # will need to be entered into the ERA Subaward Task under the "Supplier Contract (SCON)" field in *Finalize Subaward Task Request*. This will auto-populate into the Subaward Change History entry when the task is finalized and the Update ASUB box is checked. If the Subaward Change History entry isn't automatically entered, this will need to be entered manually here under "Purchase Order #".

## Modifications to an Existing Supplier Contract:

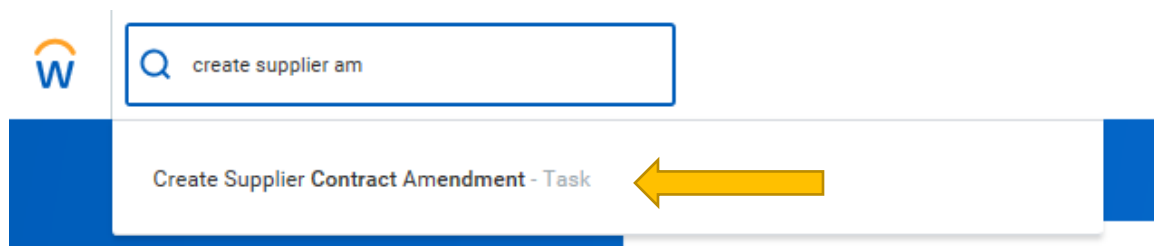
There are two methods for navigating to the Create Supplier Contract Amendments task in Workday:

- Searching for the Create Supplier Contract Amendment task
- Searching for the SCON number and selecting Amend Supplier Contract from the menu actions

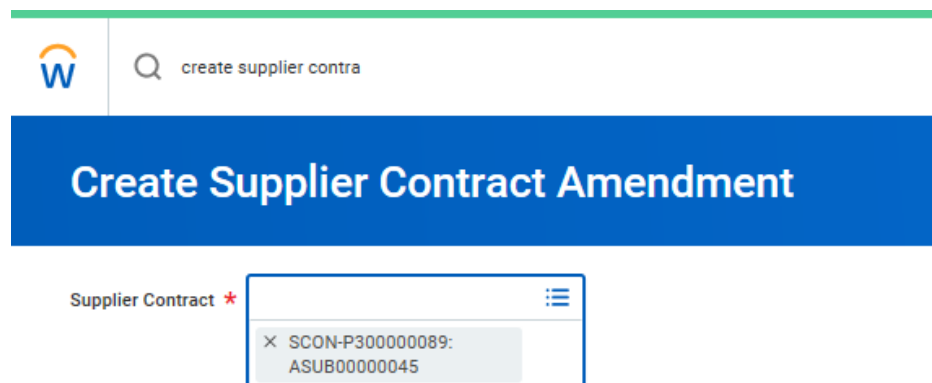
Once the GCO enters the Supplier Contract Amendment task, the functions are the same.

### Searching for the Create Supplier Contract Amendment task

1. Enter "Create Supplier Contract Amendment" in search bar. Click "Create Supplier Contract Amendment" task.

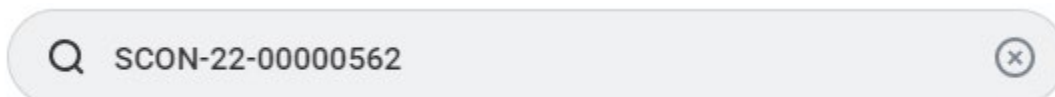


2. Enter Contract # or SCON in **Supplier Contract** field.



### Searching for the SCON number and selecting Amend Supplier Contract from the menu actions

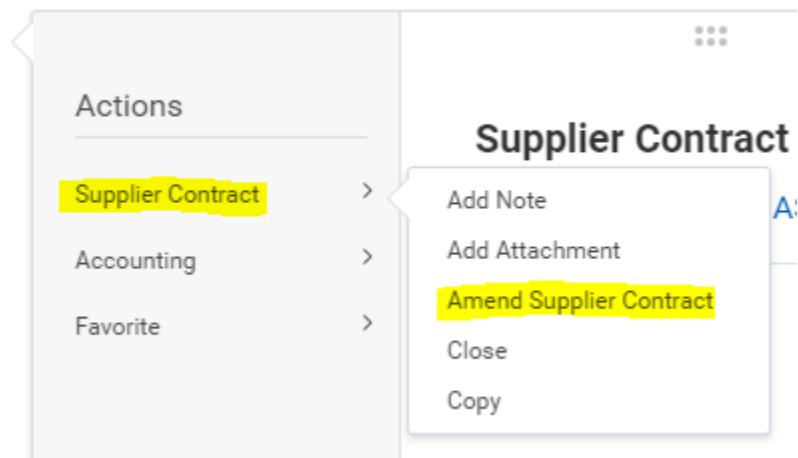
1. Enter the full SCON number in the search bar and press Enter.



2. Select “More Categories,” if needed. Hover over the right side of the SCON number and select the orange ellipses (...). Hover over Supplier Contract and click on Amend Supplier Contract.

[SCON-22-00000562: ASUB00001003](#)

Supplier Contract



### Amending the SCON

Enter **Amendment Information** and update **Terms and Amounts** according to the guidance below.

- a. **Amendment Type** = “Change”
- b. **Amendment Date** = Today’s date
- c. **Amendment Number** = Modification number
- d. **Amendment Signed Date** = Fully executed date of modification
- e. **Amendment Description** = Description of changes
  - i. For example: “Mod 5 to Obligate \$20,000, new total of \$60,000 and extend end date to 12/31/2019”
- f. **Start and End Date** = (New) obligated POP, if applicable to modification
- g. **Total Contract Amount** = Previous “Total Contract Amount” + Amount Obligated/De-obligated this action, if applicable to modification

**Note:** “Previous Contract Amount” may not reflect the “amount obligated to date” shown in the subaward. Subawards that mass converted from Advantage (previous financial management system) to Workday will have a “Total Contract Amount” reflective of its unspent funds at the time of conversion.

Contract Number SCON-P300000089 Version 1

Amendment Information

Amendment Type \*

Amendment Date \* MM / DD / YYYY

Amendment Number

Amendment Signed Date MM / DD / YYYY

Amendment Description

Contract Information

Company \* Arizona State University

Supplier \* KANSAS STATE UNIVERSITY

Contract Specialist \* X Valerie Wildemann

Contract Type \* X Subrecipient Award

Contract Name \* ASUB00000045

Contract Reference

On Hold ☐

Terms and Amounts

Start Date \* 05 / 18 / 2018

Contract Signed Date 05 / 18 / 2018

End Date 12 / 31 / 2018

Total Contract Amount 40,000.00

Original Contract Amount 40,000.00

Line Extended Amount 40,000.00

Line Tax Amount 0.00

Update Tax

Currency \* USD

Default Tax Code \* X Non Taxable (0%)

Default Payment Type Check

Override Document Type

Spend Transactions

Non-PO Invoice Amount 0.00

Invoice Balance Remaining 40,000.00

Update **Service Lines** fields to reflect changes made to **Terms and Amounts**. Add new Service Lines if additional accounts are added.

Goods Lines Service Lines Project-Based Service Lines Tax Attachments Process History

Service Lines 1 Item

*Contract Line	*Description and Category	Tax	Tax Recoverability	Cost	Renewal	Dates
Line Number * 1	Item Description * ORSPA Subawards	Tax Applicability * X Services <input type="text"/>	Zero Rate for Conversion: ARIZONA, DEPARTMENT OF REVENUE (0%) X Nonrecoverable + no Allocation <input type="text"/>	Extended Amount * 60,000.00 <input type="text"/>	Do Not Auto-Renew <input type="checkbox"/>	Start Date 05 / 18 / 2018 <input type="text"/>
Contract Line	Spend Category * Subagreement Sponsored Use Only	Tax Code X Non Taxable (0%) <input type="text"/>			Renewal Amount 0.00	End Date 12 / 31 / 2019 <input type="text"/>
Company for Invoices Arizona State University						
On Hold <input type="checkbox"/>						
Canceled <input type="checkbox"/>						

Press SUBMIT and DONE to complete Modifications of a Subaward process.

**Note:** DO NOT add a service line for unless funds are being obligated from a new grant account. A new grant account will be involved if a new GR# is associated with the new funds.

When finalizing the task, the ERA Awards Subaward Change History tab will automatically update as long as the Update ASUB checkbox is checked in the Finalize Agreement activity. Any comments added to the “Final brief comments on transaction for reporting” field within the Finalize Subaward Task Request smartform in the subaward agreements task will be transferred to the Subaward Change History tab.

If the subaward has multiple accounts, please note which GR was increased in the “Final brief comments...” field. If the GCO is amending a subaward that was mass converted from Advantage to Workday, note what the Workday “Total Contract Amount” is now.

**Note:** Subawards that were mass converted from Advantage to Workday will have a Workday “Total Contract Amount” reflective of their unspent funds at the time of conversion.

**Note:** If a Supplier Contract was created for a new subaward, the “Total Contract Amount” does not need to be noted. The Supplier Contract “Total Contract Amount” will be the same as the “Total Obligated Amount” in the subaward.

Edit ASU\_SubawardChange - Internet Explorer

This activity captures all modifications made to the Subaward including At Risk and original contract. When complete the Subaward will move back to an Active state.

Please fill in the following required information: Displays on Subawards workspace under the Subaward Change History tab.

\* Agreement Task that processed modification: null

\* Modification Number:  If not mod, input 00

\* Effective Date:

Payment Basis:

Risk Assessment:

**Obligated:**

\* Amount Obligated/Deobligated this action:

\* Total Obligated Amount:

Obligated Start Date:

Obligated End Date:

**Anticipated:**

Total Anticipated Amount:

Anticipated End Date:

**Cost Share:**

Cost Share: ☐ Yes ☐ No

Total Cost Share Amount:

Purchase Order #:  Update if needed

\* **Comments:** Copy from Agreement Finalize Subaward Task - Final Brief comments field

7/16/18 VW: Mod 01 - Obligate \$10,000 and extend date to 10/30/2018  
Amend Supplier Contract - increased Line 1 (GR26532) by \$10,000.  
Workday "Total Contract Amount" = \$526,322.00

\* Required



## Workday Help

The purpose of this section is to address common Workday questions.

### I. The Supplier ID is not in the MasterStore. How can I find this in Workday?

The Supplier ID should be housed in the MasterStore. The GCO can search for a Supplier ID in Workday either via the **Supplier Detail** report or the **Find Suppliers** report. The Supplier Detail report shows a list of the suppliers and select the relevant listing before clicking OK. Find Suppliers will show all suppliers that match the keywords entered. Both reports show similar information, but Find Suppliers is more simplified.

1. Enter "Find Suppliers" in search bar. Click **Find Suppliers** report.



2. Search for Subrecipient name in the "Supplier Name" field and select OK. Note: multiple supplier records may appear. It's best to search for a portion of the subrecipient name instead of their full entity name. This will show more results in case the entity name was entered differently than they appear in ERA.



If there are multiple potential supplier matches, verify the supplier by “Remit-to Address”

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Contacts	Parent Supplier	IRS 1099 Supplier	Remit-To Address
Q	George Francis Rayner Ellis	S-024989	Inactive	Not Declared	Foreign Individual						No	4 Montrose St Flat 523 Montebello Newlands Cape Town 7700 South Africa
Q	Jessica Traynor	S-038620	Active	Not Declared	Foreign Individual Independent Contractor						No	21 Brookwood Rise Dublin 5 D05E8P5 Ireland
Q	Nathaniel Raynor	S-021213	Inactive	Not Declared	Independent Contractor						Yes	1206 18th St Alamogordo, NM 88310 United States of America
Q	Rayn Hookala	S-017864	Inactive	Not Declared	Independent Contractor	1000155995					Yes	3920 E Nolan Chandler, AZ 85226 United States of America
Q	Rayn Innovations LLC	S-014010	Inactive	Scientific Supplies/Services	Conflict of Interest Independent Contractor	1201017432	080123702				Yes	5701 W Dublin Ln Chandler, AZ 85226 United States of America

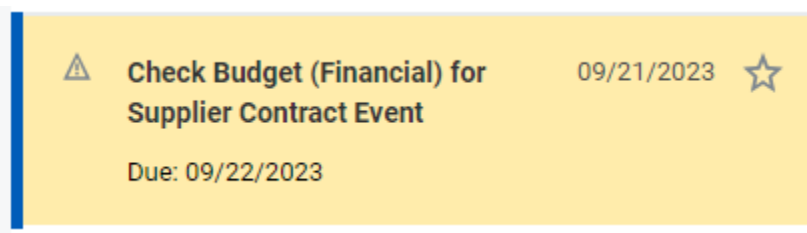
3. Copy the Supplier ID into the Subrecipient Profile in ERA.

## II. The Subrecipient is not listed as a Supplier in Workday. What do I do?

1. Search for the supplier using the instructions above to verify that the supplier does not exist.
2. If Supplier *does not* appear, request additional information from the subrecipient to initiate the supplier registration request via PaymentWorks.

## III. Check Budget (Financial) Workday Inbox Item

Sometimes after creating a new supplier contract or updating an existing supplier contract, the GCO will receive a Check Budget (Financial) for Supplier Contract Event item in their Workday Inbox. This error typically occurs when we are creating a supplier contract for a future start date. For example, if we've fully executed a new subaward on 11/2/2023 and the start date is 12/1/2023, this will likely create this error. The GCO may need to wait until after the period of performance begins to clear the error.



The error code will look like:

### Error

#### 1. Page Error

Check to ensure

- 1) The ledger period is open for the transaction
- 2) Account posting rules have been configured or
- 3) The appropriate ledger has been created. (Check Budget (Financial) for Supplier Contract Event)

To resolve this, click on Modify. This will open the SCON detail view.

Transactions 1 item

Transaction	Modify
SCON-24-00000213: ASUB00001443	<a href="#">Modify</a>

Review the Workday SCON information against the original subagreement / subaward modification to

ensure all information is submitted correctly and click

**Submit**

This should clear the item from the inbox.

#### IV. I received an error- My supplier does not match the award line:

Edit Supplier Contract

Supplier Contract

Contract Number: SC0N-19-00000183

Status: Draft

Contract Information

Company: Arizona State University

Supplier: IPM INNOVATIONS LLC

Contract Specialist: X Anthony Michel

Contract Type: X Subrecipient Award

Contract Name: 14-398

Contract Reference:

On Hold: ☐

Terms and Amounts

Start Date: 10 / 01 / 2013

Contract Signed Date: MM / DD / YYYY

End Date: 06 / 30 / 2019

Spend Transactions

Non-PO Invoice Amount: 0.00

Invoice Balance Remaining: 2,000.00

**Error**

1. Page Error

- ASU\_SC\_2 The supplier for this supplier contract does not match the subrecipient on the award line for this grant. Please review and make necessary corrections. Thank you!

If the above error populates, this means the Supplier ID listed in ERA does not match Grant Line in Workday. Please submit a “ServiceNow” request to have the Supplier ID (found in the ERA Subrecipient Profile) tied to the Grant Line in Workday.

#### V. How to Submit a ServiceNow Request

1. Select “Services” on my.asu.edu homepage

**ASU** Arizona State University

My ASU

ASU Home ▾ My ASU Colleges and Sch

Resources
Service
Teaching
Profile

**Announcements** | Security | News | Sports | Arts | State Press

This holiday season, the gift of wrapping paper

ASU honored with digital learning innovation award

2019 Open Door deadline approaches

ASU Police Department's newest four-legged member will comfort crime victims

**ASU Events** | Academic Calendar | Holidays | Payroll Calendar

Dec 24, 2018: Winter Holiday	May 27, 2019: Memorial Day
Dec 25, 2018: Winter Holiday	Jul 04, 2019: Independence Day
Jan 01, 2019: New Year's Day	Sep 02, 2019: Labor Day
Jan 21, 2019: Martin Luther King Day	Nov 11, 2019: Veterans Day

[View More](#)

**My Tasks**

**TO DOs:**

☐ 2018 ASU Police

☐ ASU Info Security

☐ ASU United Way

**Teaching & Student Support Tools**

★ Digital Portfolios

Refer a Student

Clickers @ ASU

Grading Policies and Info

Roster Contacts

Eval & Educational Effectiveness

Course Evaluations

Academic Personnel

Blackboard/Canvas Course Request

Book Adoption & Syllabi Management

Curriculum ChangeMaker

Graduate Admissions File Review

Academic Catalog

Class Search

CRM (Salesforce)

iGrad

**My Employment**

[Time](#) [Payroll](#)

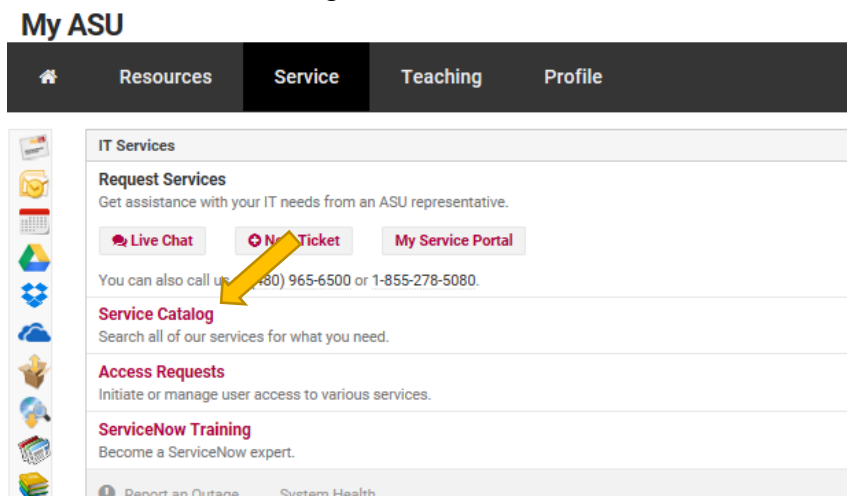
[View Paycheck](#)

[Direct Deposit](#)

[Job Openings](#) | [HF](#)

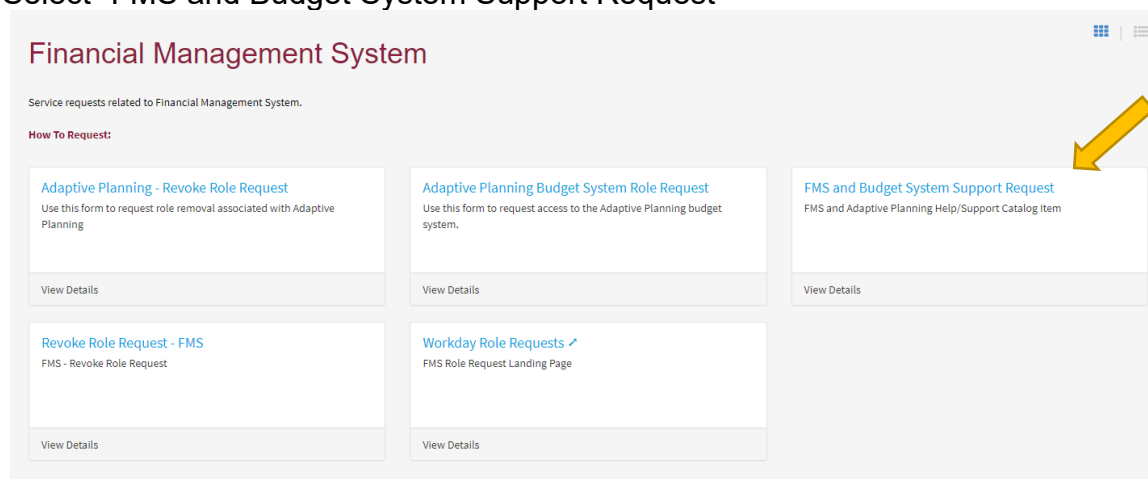
**Research Tools**

2. Select “Service Catalog”



3. Select “Financial Management System” under the Departmental Catalogs category

4. Select “FMS and Budget System Support Request”



5. Complete request form with the GCO's information and click “Order Now”

- Request type** = Grants
- Description** = Subrecipient/Supplier Name, Supplier ID, GR#, and Award # in addition to a description of the error (copy/paste the error from Workday into the body or attach a screenshot) and request to tie the supplier to the award line.

**VI. How to Utilize the Budget to Actuals – Grant Summary Report:**

The **Budget to Actuals – Grant Summary** report is used to verify funds are in the account prior to executing a subaward or creating a supplier contract. This should align with the funds found in the Account in ERA.

- Search for “budget to actuals” in the search bar and select **Budget to Actuals – Grant Summary**

Q

✕

Budget to Actuals - Gift Report

Budget to Actuals - General Operating Report

Budget to Actuals by Grant Report

Budget to Actuals - Grant - Ledger Detail Report

Budget to Actuals - Grant - Payroll Redistribution Report

Budget to Actuals - Programs and Gifts Report

Budget to Actuals - Grant Summary Report

2. Enter Grant account number (GR#) and select OK.

### Budget to Actuals - Grant Summary

**Instructions** To limit the report by PI or Fiscal Delegate, enter the PI or Fiscal Delegate combination of GRANT HIERARCHY and PI or GRANT FISCAL DELEGATE

Period	*	<span style="margin-right: 5px;">✕</span> <span style="flex-grow: 1;">2025 - Jul</span> <span style="margin-left: 5px;">⋮</span>
Award		<span>⋮</span>
<b>Grant</b>		<span style="margin-right: 5px;">✕</span> <div style="flex-grow: 1;"> GR41157 SC USGS PHASE E ... - THEMIS PHASE E BUDGET </div> <span style="margin-left: 5px;">⋮</span>

3. Verify Grant Start Date and Grant End Date match the task request. This is the sub POP.

4. Click into the Available Balance Amount (font is in blue) to see breakdown of ASU F&A and the Funds available to the Sub.
5. Review 7201: Subagreements “Available Balance” to verify that funds are in the account.

Ledger Account	Grant	Fund	Current Budget	Current Period Expenses	Expenses LTD	Pre-encumbrances & Reserves	Encumbrances & Reserves	Other Reserves	Available Balance
7201 Subagreements	GR16006 SC GEORGIA INSTITUTE OF TECHNO	FD3000 Sponsored Funds	\$62,541.00	0	104,967.31	0	204,346.69	0	\$373,227.00
7520 Facilities & Administrative Costs	GR16006 SC GEORGIA INSTITUTE OF TECHNO	FD3000 Sponsored Funds	14,000.00	0	14,000.00	0	0	0	0.00
Total			696,541.00	0	118,967.31	0	204,346.69	0	\$373,227.00

Agreement	Current Budget	Current Period Expenses	Expenses LTD	Pre-encumbrances & Reserves	Encumbrances & Reserves	Other Reserves	Available Balance
AWD00001993: Center of Excellence for Accelerating Operational 09/01/2017 (version 0)	\$696,541.00	0.00	\$118,967.31	0.00	\$204,346.69	0.00	\$373,227.00
TOTAL	\$696,541.00	0.00	\$118,967.31	0.00	\$204,346.69	0.00	\$373,227.00

6. Once a Supplier Contract is created or amended, the funding will move from “Available Balance” to “Encumbrances & Reserves.” This makes the new funding available for invoicing.

Ledger Account	Grant	Fund	Current Budget	Current Period Expenses	Expenses LTD	Pre-encumbrances & Reserves	Encumbrances & Reserves	Other Reserves	Available Balance
7201 Subagreements	GR16006 SC GEORGIA INSTITUTE OF TECHNO	FD3000 Sponsored Funds	\$62,541.00	0	104,967.31	0	\$373,227.00	0	\$0.00
7520 Facilities & Administrative Costs	GR16006 SC GEORGIA INSTITUTE OF TECHNO	FD3000 Sponsored Funds	14,000.00	0	14,000.00	0	0	0	0.00
Total			696,541.00	0	118,967.31	0	\$373,227.00	0	\$0.00

Agreement	Current Budget	Current Period Expenses	Expenses LTD	Pre-encumbrances & Reserves	Encumbrances & Reserves	Other Reserves	Available Balance
AWD00001993: Center of Excellence for Accelerating Operational 09/01/2017 (version 0)	\$696,541.00	0.00	\$118,967.31	0.00	\$577,573.69	0.00	\$0.00
TOTAL	\$696,541.00	0.00	\$118,967.31	0.00	\$577,573.69	0.00	\$0.00

## VII. How to Cancel a Drafted Amendment

1. Search for Draft and open by clicking Magnifying Glass

### Report Criteria

Contract Name 16-956

Supplier Contracts 2 items

Supplier Contract	Contract Number	Contract Name	Supplier Contract Type	Status
	SCON-19-00000079	16-956	Subrecipient Award	Canceled
	SCON-19-00000108	16-956	Subrecipient Award	Amendment In Process

2. Click [...] to the right of “Supplier Contract Amendment,” hover over “Supplier Contract Ame..” and select “Cancel Amendment.” Submit to finalize.

**View Supplier Contract Amendment**  
 Current Amendment 09 for Contract: SCON-19-00000108: MMA DESIGN LLC 10/01/2015 (version 2) [Actions](#)

For Contract: SCON-19-00000108: 16-956 Supplier Contract Amendment

**Amendment Information**

Supplier Contract Amendment Type: [Change](#)

Amendment Date: 01/03/2019

Amendment Signed Date: 01/03/2019

Amendment Number: 09

Amendment Description: Mod 9 obligated 57,129 and revised SOW

**Contract Information**

Company: [Arizona State University](#)

Supplier: [MMA DESIGN LLC](#)

Contract Specialist: [Darcie Parsley](#)

Contract Type: [Subrecipient Award](#)

Contract Name: 16-956

Contract Reference: (empty)

On Hold: No

**Actions**

Supplier Contract Ame... >

Favorite >

**Supplier Contract Amendment**

Amendment 09 for Contract: SCON-19-00000108: MMA DESIGN LLC 10/01/2015 (version 2)

[Cancel Amendment](#)

[Edit Amendment](#)

Contract Number: SCON-19-00000108

Created On: 01/03/2019 10:36:22.044 AM

Status: Draft

Version: 2

Company: [Arizona State University](#)

Supplier: [MMA DESIGN LLC](#)

Contract Name: 16-956

Contract Type: [Subrecipient Award](#)

Contract Specialist: [Darcie Parsley](#)

Effective Date: 10/01/2015 00:00:00.000 MST

Contract End Date: 09/30/2020 00:00:00.000 MST

Contract Reference: (empty)

Currency: USD

Total Contract Amount: 175,372.06

Original Contract Amount: 9,385.06

Credit Card
(empty)