
IMPORTANT NOTICE: MANDATORY FEDERAL REPORTING REQUIREMENT FOR THIS PURCHASE ORDER:

Acceptance of the University’s purchase order indicates vendor’s acceptance of the following MANDATORY federal reporting requirements.

This purchase of services or goods will be paid with funds that have been awarded to the University of Kentucky under the American Recovery and Reinvestment Act of 2009, (a.k.a. “Federal Economic Stimulus Package”). The Office of Sponsored Projects Administration at the university is responsible for submitting the required quarterly federal reports for American Recovery and Reinvestment Act funding. The funding for your purchase contract, and the subsequent goods and services you provide, results directly from one of these grants. It is a federal requirement that the University collect the following information concerning this purchase:

- 1) PO number: _____
- 2) Vendor Name: _____
- 3) Vendor DUNS #: _____
- 4) City and State Address of Company Headquarters: _____
- 5) Zip Code and Four Digit Postal Code: _____
- 6) **Only jobs that are directly compensated are included in the federal job count.**
Does this purchase result in directly compensated job(s)? __Yes__ No

If yes, please complete the following:

	Job Title	Job Created*	Job Retained**	Hours Worked	Hours/Full Time Schedule	FTE
Ex	Electrician	-	Yes	260	520	0.5

*A job created is a new position or an existing unfilled position that is filled as a result of Recovery Act funding.

**A job retained is an existing position that would not have continued to be filled were it not for Recovery Act funding. The formula for FTE (Full Time Equivalency) can be represented as:

$$\frac{\text{Total \# of hours worked and funded by Recovery Act for Quarter}}{\text{Quarterly Hours in a Full Time Schedule}} = \text{FTE}$$

Example: If a full time schedule is 2,080 hours per year, the numbers of hours in a full-time schedule for a quarter is 520 (2,080 hours/4 quarters =520). An individual who works 260 hours in the quarter with a full-time schedule of 520 hours for the quarter would have an FTE of 0.5

Please attach this form with the invoice. Failure to submit this with the invoice will result in delayed payment.

For questions regarding the above, please contact:
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