

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS  
AND CHILDREN'S HOSPITAL COLORADO

**WORK ORDER**

This Work Order is entered into by and between the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver | Anschutz Medical Campus ("University"), and Children's Hospital Colorado, a Colorado nonprofit corporation ("Contractor") (individually, "Party" or collectively, "Parties").

**New Work Order**

**Revised Work Order #**

**Revised Fields**

**Date**

<b>Project Title</b>	
<b>Principal Investigator(s)</b>	
<b>Principal Investigator Section</b>	
<b>Sponsor</b>	
<b>Period Funded</b>	
<b>Amount Funded this Period</b>	
<b>Anticipated Project Period</b>	
<b>Cumulative Amount Funded</b>	
<b>CU Anschutz Routing Number</b>	
<b>CU Anschutz Project Number</b>	
<b>CU Anschutz Speedtype</b>	
<b>CU Anschutz F&amp;A Rate</b>	
<b>COMIRB Number</b>	
<b>New Speedtype Each Year</b>	Yes                      No
<b>CHCO G0 Number</b>	
<b>Invoice Contact Email</b>	

1. Scope of Services. Contractor will provide the following Services in connection with the above referenced research Project. Such Services, Purchased Services from Exhibit B-1 and Leased Personnel Services from Exhibit B-2 are described in detail in Work Order Budget Template to be attached and included in this Work Order. The Work Order Budget shall be in the form of Exhibit C-1 or Exhibit C-2. **[Please refer to the Work Order Budget Template.]**
2. Service Fees and Terms of Payment. In consideration of Contractor completing the Services contemplated under this Work Order, University agrees to pay Contractor in accordance with the terms of the Research Services Master Services Agreement, dated as of July 1, 2017, by and between University and Contractor, and the related fee schedule as it may be amended from time to time.
3. Study Documents. Services will be performed according to the agreements and other documents governing this study, which are attached.
4. Study Monitoring Progress. Contractor will permit study monitors to access Contractor's facility during normal business hours to monitor the study, pursuant to the attached Study Documents.
5. Subject Injury. [Note to Drafter: Please review funding to determine any additional or lesser benefits or obligations flow to CHCO.]
6. Changes to the Protocol. The Parties will address any material changes to the protocols by negotiating an Amended Statement of Work addressing any such changes.

**University Department Fiscal Manager**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Children's Hospital Colorado**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

Marketplace Payment Voucher:

1. In Marketplace home page, scroll to bottom section "showcases" select Payment voucher form under "CU Purchasing & Payment Forms" and enter the following:

-Supplier: "Children's Hospital Colorado"

Select a Different Fulfillment Center

Select Location 366

Attn: Grants/Cash Management

13123 E 16th Avenue

B148

Aurora, CO 80045 US

-Payee type: Non-employee

-Warrant Deliver Code: Regular mail

-Payment is being authorized for: Medical Services, Fees, and Related Expenses to Medical Affiliates

-Notes: Service for project, speedtype, PI, claim period

-Commodity Code: 13

-Add invoice to payment voucher at the bottom using the add attachment button

<b>Payment Voucher Form</b>	<b>Instructions</b> ? Use this form to authorize payment for invoices when a purchase order or other commitment voucher is not applicable, per University of Colorado Fiscal Rules.
<b>Payment Information</b> ?	
<b>Supplier</b>	Childrens Hospital Colorado <a href="#">more info...</a> <a href="#">select different supplier</a>
<b>Fulfillment Address</b>	Location 366: Attn: Grants/Cash Management 13123 E 16th Avenue B148 Aurora, Colorado 80045 United States <a href="#">select different fulfillment center</a>
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/>
Email (HTML Body) Manual	CUMarketplace@cu.edu
<b>Payee Type</b>	Non-Employee (Individual or Entity) ▼
<b>Warrant Delivery Code</b>	Regular Mail ▼
Campus Mailbox/Attention To	<input type="text"/>
<b>Business Purpose</b>	PSC Procedural Statement: Payment Voucher/Authorization <a href="#">Payment Voucher/Authorization Procedural Statement</a>
<b>Payment is being Authorized for</b>	Medical Services, Fees, and Related Expenses to Medical Affiliates ▼
Business Purpose: Fully Describe how the purchase will support official University business:	Services for XXX under the direction of XXX
<b>Certification Statement</b>	
I certify that the items described above were for official university business and that the information contained in purpose and description is true and correct.	
If being charged to sponsored projects (Fund 30/31 FOPPS), I certify that: all expenses are appropriate to be charged to the sponsored projects receiving the charge, meet the direct cost and other costing criteria, and are within the allowable timeframe.	
If being charged to gifts (Fund 34 FOPPS), I certify that all expenses are appropriate and consistent with donor restrictions.	
<b>Payment Information A</b> ?	
<b>Amount</b>	<input type="text" value="11111.11"/>
<b>Supplier Invoice #</b>	<input type="text" value="GRXXXX"/>
<b>Supplier Invoice Date</b>	<input type="text" value="11/22/2021"/> mm/dd/yyyy
<b>Commodity Code</b>	13 - Professional Services & Tra... ▼
<b>Internal Attachments</b>	<input type="button" value="Add Attachments"/>
<b>Date</b>	

Upload invoice w/PI approval here

2. Click “Add and go to cart”  
 Add Speedtype(s) and Account code(s):

- Use account code 520104- Patient Services External to exclude F&A on expenses indicated on the invoice as Medical Services or Patient Care
- Use account code 552605- Other Operating Contract Services to assess F&A on expenses that are not medical services or patient care. Expenses that should assess F&A include salary, benefits, etc.
- Click calculate & save

Shopping Cart • 150914289

Assign Cart **Add Speedtype/Shipping/Etc.**

Simple Advanced

Search for products, suppliers, forms, part number, etc.

**1 Item**

**Childrens Hospital Colorado · 1 Item · 11,111.11 USD**

SUPPLIER DETAILS Location 366 : Attn: Grants/Cash Management, 13...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  Payment Voucher Form			11,111.11	Qty: 1	11,111.11

ITEM DETAILS

Commodity Code 13 - Professional Services & Tra...

**Accounting Codes**

Business Unit	Speedtype	Fund	Org	Program	Project_code	Subclass	Account
UCOLO The University of Colorado	13012547 Sodium Nitrite Supplementation	30 Sponsored Projects- Fed & Priv	10175 Integrative Physiology	no value	1556977 Sodium Nitrite Supplementation	no value	520104 Patient Services External


Click the edit/pencil icon to modify or split the accounting codes

3. Click on Summary Tab  
 Toward bottom of page in Product Description section, click small “edit” button on right hand side to enter the Financial Report Comments. Enter the following:

MSA CHCO PEDS GRXXXXXX 3 digit FY# associated with PI – see list attached  
 If Non-Peds departments with CHCO work orders add in the financial report comments field:  
 “MSA CHCO SOM”

\*You do not need to include a PO number or do receiving, nor do you need to email anything to AP Invoice. Once all steps are complete and you hit submit it will go through the approval and payment process.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Payment Voucher Form		11,111.11	Qty: 1	11,111.11	... <input type="checkbox"/>

ITEM DETAILS 

Payee Type  
Non-Employee (Individual or Entity)

Contract:  
*no value*

Internal Note  
*no value*

Supplier Invoice #  
GRXXX

Financial Report  
Comments  
*no value*

Internal Attachments

Supplier Invoice Date  
11/22/2021

Commodity Code  
13 / Professional Services & Training

Attachments for supplier  
[Add](#)

[more info...](#)

PO Clauses  
*no clause*



Click the edit/pencil icon at the Item Details section to enter Financial Report Comments