

FERMILAB



**PROCUREMENT CARD
(ProCard)**

USER'S GUIDE

January 2008

PROCUREMENT CARD

ProCard

USER'S GUIDE

Introduction

Welcome to the Fermi National Accelerator Laboratory (Fermilab) Procurement Credit Card Program. The procurement credit card (ProCard) is a procurement tool which offers an alternative to standard laboratory procurement processes and provides an extremely efficient and effective method of purchasing and paying for goods and off-site services with a value of less than \$2,500.

This User Guide outlines the benefits of the ProCard program to you, your department and Fermilab, and provides you with the information needed to use the card. This informational guide establishes the standards and procedures by which Cardholders must manage their procurement activity when taking advantage of the ProCard program.

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OVERVIEW

Background

Increasing administrative costs associated with purchasing low-value goods and services, have prompted Fermilab to develop alternative methods to reduce processing costs. One such alternative is the procurement card concept. In many cases, the costs associated with acquiring low-value goods and services far exceed the value of the purchase. The ProCard program has been specifically tailored to reduce processing costs.

Fermi Research Alliance, LLC, operator of Fermi National Accelerator Laboratory, has entered into a commercial card agreement with JPMorgan Chase Bank, N.A. for the issuance of credit cards with capabilities approved by Fermilab.

The Fermilab ProCard program is designed to delegate authority to qualified employees to quickly and conveniently purchase approved commodities and off-site services costing less than \$2,500 (including shipping and handling) directly from vendors using a Fermilab-authorized procurement card.

Benefits

Using ProCard benefits both Fermilab and the Cardholder by:

- Streamlining the acquisition process;
 - Expediting deliveries to the requester; and
 - Providing prompt payment to the merchant
-

Roles and Responsibilities

JPMorgan Chase Bank, N.A.	Card Owner
MasterCard.....	Processes Transactions
Fermilab - BSS Procurement	Administration / Reviews
Fermilab - BSS Accounting.....	Makes payments
Fermilab - BSS Support Services	Receiving / Shipping / Distribution
Fermilab - BSS.....	Self Assessment Group
Fermilab - Internal Audit	Audits ProCard Program
Fermilab - Cardholder.....	Transaction Records

Controls

The ProCard program provides enhanced control for all transactions by producing immediate decisions on numerous authorization criteria.

JPMorgan Chase Bank, N.A. has contracted with MasterCard to electronically process Fermilab's ProCard transactions. When a purchase authorization is requested by the vendor, the MasterCard system validates the transaction against pre-set limits established by Fermilab. All transactions are approved or declined (instantaneously) based on the following procurement credit card authorization criteria:

- Single purchase limit not to exceed \$2,500.
- Number of transactions allowed per day.
- Number of transactions allowed per month.
- Total spending limit per month per cardholder.
- Total spending limit per month per organization.
- Where the ProCard is used, as defined by Standard Industrial Classification (SIC) Codes.
- Prohibit sales to unauthorized merchants such as airlines, hotels and motels, automobile/vehicle rentals, restaurants, etc.(i.e., Merchant Category Code Group No. 86)

The authorization process occurs through an electronic system that supports the ProCard's processing services under Fermilab's agreement with the credit card issuing institution.

In addition, Procurement has the capability to view a large selection of daily reports to effectively monitor the use of procurement credit cards. Procurement will also identify opportunities to further maximize the laboratory's significant buying power through contract negotiations.

User Guide Updates

Cardholders are responsible to ensure that periodic updates to the ProCard User's Guide are inserted in the manual when received from the Program Administrator(s). The current version of this User's Guide is located on the Procurement Web Page in PDF Format.

<http://bss.fnal.gov/procurement/procardusersguide.pdf>

POLICIES AND PROCEDURES

Who may obtain a ProCard

ProCard eligibility is reserved for qualified Fermilab employees selected and recommended by their immediate supervisor and/or Division/Section Heads.

The employee must complete the application form “ProCard Cardholder Account Form” (see attachment 1). and the “Cardholder Agreement” (see attachment 2). The employee shall complete the forms, obtain required approvals and return the original copies to the ProCard Program Administrator.

Upon approval, the MasterCard application form will be processed with the Bank. The ProCard will be sent to the Program Administrator who will then schedule a time for training. After completion of the training, the card will be provided to the employee. The cardholder is required to read the Procurement Card User Guide and adhere to all Procurement Credit Card policies and procedures.

Fermilab Program Administrator is:

Gary Golinski
Location: WH4W – MS210
Phone: 630/840-4175
Fax: 630/840-6685
Email: golinski@fnal.gov

Guidelines for ProCard Use

The ProCard program is intended to simplify the purchase of low-value goods and off-site services. It is designed to be used for purchases related to Fermilab business only. Use of the card for personal purchases is strictly prohibited. The Procurement Department is responsible for monitoring the effectiveness of the ProCard program. If you have any questions regarding the program, or the appropriate use of the ProCard, please contact the ProCard Administrator.

Cardholders are reminded that they have an obligation to always secure reasonable prices on behalf of Fermilab.

Choose Appropriate Method of Acquisition

Fermilab has established a full range of acquisition systems (i.e., Purchase Orders, Ordering Agreements, etc.) to enable requestors to acquire materials and services in the most cost-effective means possible.

The ProCard program is designed to supplement these systems.

ProCard orders shall not be strung together to avoid the \$2,500 established maximum individual transaction limit.

Restricted Items

The ProCard may not be used for:

- Items for personal use
 - Cash advances
 - To pay for Fermilab-hosted conferences
 - Changes, modifications, or alterations to an existing purchase order
 - Temporary labor or consulting services (i.e., temporary agencies)
 - Tuition fees, (i.e., educational reimbursement)
 - Capital or sensitive equipment
 - Items that are readily available from the Fermilab Stockroom
 - Laser containing device/systems
 - Radioactive materials and sources
 - Explosives (powder actuated tools may be excluded if approved by – Division/Section ES&H Group)
 - Precious Metals (i.e., gold, silver, platinum, palladium, osmium, rhodium, iridium, ruthenium)
 - NEPA Projects
 - Memberships - The laboratory is prohibited, by our Prime Contract with DOE, from entering into memberships without DOE approval. This must be done by entering a requisition and justification for the membership and routing the request through the Procurement department.
 - Coffee Pots
 - Construction
 - On-Site Services
 - Business Cards
 - Compressed Gases
 - Telecommunications Equipment - including, but not limited to, telephones (cellular, mobile, portable, cordless), conference speakerphones, wireless aircards, wireless SIM cards, answering machines, radio receiver/transmitters (2-way portable, mobile, walkie-talkies, pager or scanner).
 - High Risk/Export Controlled items
 - Export Controlled - Export Controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.
 - High Risk - High Risk personal property means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.
 - Any other controlled materials or services as specified by Fermilab or DOE.
-

SENSITIVE ITEM LIST

This list contains descriptions of articles that are Property Sensitive Items. These items shall not be purchased on ProCard.

CAMERAS – including, but not limited to, camcorder, CCTV, digital, framing, high resolution, high speed, high temperature, oscilloscope, television, video, and x-ray cameras.

COMPUTERS – including, but not limited to, PCs, laptops, PDA's and other handhelds, PowerBooks, tablets, and servers.

EXTERNAL HARD DRIVES – for input of data to PC's.

PRINTERS – including, but not limited to, line, page, laser, copier/printer combinations and video printers.

SCANNERS – for input of data or graphics to PCs.

TELEVISION EQUIPMENT – Including, but not limited to, VCRs, DVDs, TV/VCR/DVD combinations, TV monitors and receivers, HDTV's, video conferencing, editing and production equipment.

RECORDING/PLAYBACK EQUIPMENT – including, but not limited to, handheld audio recorders, CD players, CD Rom drives, CD and DVD burners and editing devices.

Note: This includes stand-alone equipment only. It does not include items to be mounted internally, i.e. internal CDRW.

BINOCULARS AND SPOTTING SCOPES

PROJECTORS – including, but not limited to, video, computer, overhead and slide projectors.

Note: Questions regarding Property Office restrictions can be addressed to the Property Office at x3585.

**ES&H Sensitive
Items**

The following types of procurements are considered ES&H Sensitive. ProCard cardholders shall seek the advice and written approval of their Division/Section ES&H Group prior to placing an order for the following types of materials. This list may not be inclusive of all ES&H Sensitive Items. If any doubt exists, see your ES&H representative.

- Chemicals (See Chemicals on next page)
 - Chemical spill control equipment
 - Ergonomic devices
 - ES&H related training seminars
 - Fire protection/detection/suppression systems
 - Forklift equipment
 - Lifting fixtures
 - Paints
 - Personal protective equipment
 - Pressure/vacuum vessels
 - Respiratory Protective Equipment
 - Scaffolding equipment
 - Storage tanks
-

**Suspect/
Counterfeit Parts**

All Fermilab employees must be watchful for suspect/counterfeit parts in the workplace. As a ProCard holder, you have increased responsibility. ProCard orders bypass Fermilab's formal receiving process. Therefore, it is imperative that we raise cardholder awareness regarding the potential problem of suspect/counterfeit parts.

Counterfeit and suspected counterfeit parts are a problem because they frequently do not meet the standards of the genuine part they imitate and, as a consequence, may be a safety hazard and cause damage to equipment. Although counterfeit bolts are the most well known counterfeit/suspect item, the term applies to any items deliberately misrepresented by the supplier. Used or refurbished electrical components, circuit breakers, flanges or fittings, struts, and other hardware that are supplied as new are also considered suspect/counterfeit items.

The following are some suggestions to assist in preventing and identifying suspect/counterfeit parts:

- Only buy from reputable vendors with an acceptable QA program.
- Know how to recognize counterfeit bolts. Obtain a copy of the DOE Headmark List from the internet, your ES&H representative or the ProCard Administrator.
- Beware of bulk packaging (plastic bag, brown paper bag, or cardboard box with handwritten labels) without an issue date or manufacturer's stamp.
- Watch for:
 - 1) Packaging that is outdated, generic, missing the manufacturer's label or has counterfeit labels.
 - 2) Labels containing a refurbisher's name rather than manufacturer's name.
 - 3) Broken, re-attached or missing manufacturer's seal.
 - 4) Evidence of tampering.

Contact your Division/Section ES&H representative, or the ProCard Administrator, if you require more information or believe that you have received suspect/counterfeit parts.

Chemicals

Any chemicals that are purchased with a procurement card must be shipped direct from the vendor to the laboratory in compliance with DOT regulations. Per established policy, laboratory personnel may not engage in transportation of hazardous materials off site.

The Cardholder must inform the vendor to label the package "Contains Chemicals" on the shipping address label, in addition to any other DOT required labeling and markings as determined by the vendor and to send an MSDS for the chemical with the package. The phrase "Contains Chemicals" will facilitate identification of chemical containing packages by the Fermilab Shipping and Receiving Department.

Licensed Vehicles or Equipment

Contact BSS Vehicle Maintenance prior to using the ProCard for any purchases related to Government vehicles, including I-Pass for tolls, repairs, fuel, forklifts, hi-lifts and trailers.

Off-Site Repair Services

Off-site repairs are permitted on ProCard.

Fabrications

Cardholders are allowed to purchase fabrications.

Rentals

Temporary rentals for business machines and personal computers are permitted.

Off-Site Training / Conference Registration Fees

Off-site training courses and conference registration fees are allowed.

Ramifications of Misusing / Abusing ProCard

The ProCard represents Fermilab's trust in you and your empowerment as a responsible employee of the laboratory to safeguard and protect government assets. As a cardholder, you assume the responsibility for the protection and proper use of the ProCard.

Intentional misuse / abuse of ProCard will result in immediate revocation of ProCard privileges, assignment of wages, and may include further disciplinary action up to and including termination of employment and legal action.

Cardholder may also be financially liable for unauthorized procurements.

Security / Protection

The ProCard is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

**Sharing
(Use by someone
other than the
Cardholder)**

The only person authorized to use the ProCard is the person to whom it was issued. If a Cardholder is expected to be absent for an extended period, division/section management must arrange to process transactions through an alternate cardholder.

**Lost or Stolen
Cards**

If Cardholder's ProCard is lost or stolen, Cardholder must immediately notify the Bank, the Program Administrator, and Fermilab Security.

**Termination of
Employment**

If a Cardholder terminates employment, or is transferred to a new assignment within Fermilab, the ProCard must be returned to the Program Administrator(s). It is the responsibility of the Cardholder's immediate supervisor to ensure that cards are returned and canceled.

**Billing / Payment /
Cycle**

Accounting will pay the summary invoice weekly.

MasterCard completes their record-keeping cycle on the 15th of each month. Cardholder's cyclical limits are reset at zero at this time.

**ProCard Front-
End System**

Business Systems has developed an Oracle database to use as a management tool for ProCard acquisitions. The ProCard Front-End System generates a unique ProCard Requisition Number (PRN) that is used to track each order individually. The Receiving Department can enter this PRN in the ProCard database to expedite the delivery of your order to its deliver to location. Other benefits of the ProCard Front-End System are the ability to use multiple work packages, the ability to transfer costs from one work package to another and the advantage of receiving an email from the Receiving Department once your items are delivered. For more information regarding this system or to set up training, contact the Management Information Systems Helpdesk at extension 6677.

Cost Transfers

Cost transfers are made simple with the Fermilab ProCard Front-End System. The ProCard Front-End System provides the ability to charge to multiple work packages using the online Reconciliation and/or Cost Transfer process.

Cardholders needing information regarding cost transfer procedures, who are not currently using the ProCard Front-End System, should contact their Field Financial Officer (FFO) and/or Mike Rhoades, Accounting, extension 5807.

**Transaction
Authorization**

The merchant should be told not to charge the ProCard until the material is shipped.

Record Keeping

Cardholders that do not use the ProCard Front-End System are required to maintain a Cardholder Transaction Log (see Attachment No. 5) for the purpose of validating and auditing all ProCard transactions.

Cardholders that generate all transactions through the ProCard Front-End System do not need to create a manual transaction log. Online reports such as the Transaction By Order Number report fulfill the transaction log requirement.

Additional documentation, such as receipts or any other meaningful documents, must also be maintained for the purpose of validating and auditing all ProCard transactions.

Records must be maintained by the department and made accessible for a period of not less than three (3) years.

General Ledger Feed

The General Ledger feed is each night. Debit – Project/Task. Credit - Accounts Payable ProCard.

All Cost transfers initiated through the ProCard Front-end System will be available to view online the following business day after the General Ledger nightly feed takes place.

Approval

Cardholder's immediate supervisor or supervisor's designee shall approve and sign the Monthly Statement of Account.

Compliance Reviews

To ensure that the ProCard program remains compliant with Fermilab's procurement policies and procedures, periodic compliance reviews of Cardholder transactions will be conducted by the BSS Self-Assessment Group and Fermilab Internal Audit.

Duplicate Transaction Record Request

To obtain a copy of the Bank's transaction record, you may contact the ProCard Administrator.

Cardholders that have ProCard Front-End System accounts can view bank transactions online.

MAKING A PROCARD PURCHASE

Procedure Follow the steps below to make a ProCard purchase.

Step	Action
1	Define your requirements.
2	Determine that the ProCard is the appropriate method of acquisition.
3	Call, fax, email or visit the merchant.
4	Ask if they accept MasterCard.
5	Agree on a price (include shipping (FOB Fermilab) and handling).
6	Indicate tax-exempt status to merchant. NOTE: If your tax-exempt status is questioned, fax the merchant a copy of Fermilab's Tax-Exempt Letter (see Attachment No. 4).
7	Give the merchant your ProCard number and expiration date.
8	Instruct the merchant to send any paperwork or invoices to: <p style="text-align: center;"> FERMILAB -- PROCARD P. O. BOX 500 BATAVIA, IL 60510-0511 ATTENTION: _____ (Requesters Name and Mail Station) </p> NOTE: Cardholders are asked to remind merchants NOT to send invoices to the Accounts Payable Dept.
9	Specify delivery instructions including the information which must appear on the label, i.e. CONTAINS CHEMICALS <p style="text-align: center;"> FERMILAB – PROCARD PRN # _____ RECEIVING DEPARTMENT KIRK RD & WILSON ST. BATAVIA, IL 60510-0511 ATTENTION: _____ (Requesters Name and Deliver Location) </p> NOTE: ProCard Account Number must NOT be displayed anywhere on the outside of the package.

The ProCard purchase is now complete.

SHIPPING / RECEIVING

Direct Receiving Using ProCard may permit the Cardholder to bypass Fermilab's formal receiving process and take advantage of direct delivery.

NOTE: Chemical shipments shall be excluded from the Direct Delivery method.

Shipping Label It is the Cardholder's responsibility to instruct the merchant to label packages properly for shipment to Fermilab. Packages must be identified with the following information clearly visible on the outside of the box to ensure proper delivery.

FERMILAB – PROCARD PRN # _____
RECEIVING DEPARTMENT
KIRK RD & WILSON ST.
BATAVIA, IL 60510-0511

**ATTENTION: _____ (Requesters Name
and Deliver Location)**

Chemicals If the package is labeled "CONTAINS CHEMICALS", Fermilab's Shipping and Receiving department SHALL open the package to inspect the contents for leakage and send a copy of the enclosed MSDS and packing slips to the ES&H Department for processing.

Customer Pick-up Cardholders are permitted to pick up material at the merchant's location.

U.S. Mail Small packages may also be received via U.S. mail. Packages sent through the mail will be subject to Fermilab's internal policies and procedures for mail processing.

RETURNS, CREDITS, AND DISPUTED ITEMS

Problems

The Cardholder is responsible for resolving purchased item issues directly with the merchant.

If unable to resolve the issue, the Cardholder should follow the instructions outlined below in the Disputes section (See Attachment 6).

Returns

If a Cardholder needs to have an item repaired under warranty or to return an item to the merchant for any reason, Fermilab's Material Move Request form must be complete and sent to Shipping to ensure proper packaging and shipment. The product may accompany the material move or you may request pick up by Support Services. Copies of the shipping documents must be maintained with Cardholder records.

Credits

The merchant should issue a credit with the Bank for material that has been returned. The credit should appear on or before the next cycle. If a credit has not appeared within this time frame, Cardholder should follow the instructions outlined below in the Disputes section.

Cardholder should request credit documentation as a record.

Disputes

If a dispute cannot be resolved, the Cardholder must complete a Statement of Disputed Item(s) (see Attachment No. 6) with supporting documentation within 60 days to:

JPMorgan Chase Bank, N.A.
Disputes Department IL1-6225
P. O. Box 2015
Elgin, IL 60121

and fax to JPMorgan Chase Bank, N.A. at (888) 297-0766. The Bank will then intercede with the merchant on behalf of the Cardholder.

KEY CONTACTS - WHOM TO CALL

Report ProCard Lost or Stolen To report your ProCard lost or stolen, immediately notify the Bank, the Program Administrator(s), and Fermilab Security:

- JPMorgan Chase Bank, N.A. (888) 297-0778
Lost / Stolen Card Service (24 hours a day)
 - Gary Golinski, ProCard Administrator x4175
 - Pam Noyes, Assistant ProCard Administrator x5779
 - Fermilab Security x4949
-

Cancel ProCard To cancel your ProCard, please return your card to the Program Administrator.

ProCard Customer Service Needs For ProCard customer service needs, please call:

JPMorgan Chase Bank, N.A.
ProCard Customer Service
(800) 316-6056 (24 hours a day)

ProCard Program Administrator(s) To request specific assistance with use of your ProCard, or to apply for a ProCard, please call the ProCard Program Administrator(s) at Fermilab:

Gary Golinski, ProCard Administrator x4175
Pam Noyes, Assistant ProCard Administrator x5779

Assistance with Merchants To request specific assistance with merchants, please call:

Gary Golinski, ProCard Administrator x4175
Pam Noyes, Assistant ProCard Administrator x5779

ProCard Policies and Procedures For questions about ProCard policies and procedures, please call:

Gary Golinski, ProCard Administrator x4175
Pam Noyes, Assistant ProCard Administrator x5779

ATTACHMENTS

- 1 ProCard Cardholder Account Form & Instructions
 - 2 Fermi National Accelerator Laboratory -- Cardholder Agreement
 - 3 Source List
 - 4 Tax Exempt Letter
 - 5 Transaction Log
 - 6 Statement of Disputed Item(s)
 - 7 BSS ProCard Transaction Compliance Review
 - 8 Procurement Commodity List
-

ATTACHMENT NO. 1

PROCARD CARDHOLDER ACCOUNT

FORM & INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE PURCHASE CARD ACCOUNT FORM

Please complete the PURCHASING CARD ACCOUNT FORM to establish or update cardholder account:

NEW ACCOUNT:

1. Check the NEW block.
2. Enter Cardholder Information:
 - a) Enter your name as you want it to appear on the card (24 characters or less).
 - b) Enter the last four digits of your Social Security Number.
 - c) Enter Date of birth (MMDDYY)
 - e) Enter Mother's Maiden Name or Password.
 - g) Address Line 2 - enter your Mail Station Number.
 - h) Enter your work telephone number.
 - i) Enter project/task/expenditure org. – consult your Div/Sec/Budget Officer.
3. Reporting Hierarchy Levels -- this information will be entered by the ProCard Administrator.
4. Cardholder Controls (these may be adjusted downward):
 - a) Credit Limit (CSL) \$50,000.00
 - b) Single Purchase Limit \$ 2,500.00
 - c) Authorizations Per Day 999
 - d) Transactions Per Cycle 999
 - e) Dollars Per Day 0.00
 - f) MCC Group 86 Exclude
5. Cardholder Approvals:
 - b) Cardholder - to be completed by the Cardholder
 - c) Approving Supervisor – to be completed by the supervisor that will approve the monthly statement.
 - d) Div/Sec/Budget Officer - to be completed by the appropriate Div/Sec/Budget Officer.
 - e) Procurement – to be completed by the ProCard Administrator.

CHANGE ACCOUNT:

1. Check the CHANGE block.
2. Enter Cardholder Account Number.
3. Enter the Cardholder Name and any field(s) that require update/change.
4. Obtain Div/Sec/Budget Officer approval.

DELETE/CLOSE ACCOUNT:

1. Check the DELETE/CLOSE block.
2. Enter Cardholder Account Number.
3. Cut the card in half and return to the ProCard Administrator.

PURCHASING CARD CARDHOLDER ACCOUNT FORM APPROVAL:

The ProCard Administrator will sign, date, and submit the form to JPMorgan Chase Bank, N.A.

Purchasing Card Cardholder Account Form

- New
 Change (*Only complete fields to be changed*)
 Delete/Close Cardholder Account # _____ - _____ - _____ - _____

Company Information

Company Name: **5242 - FERMILAB**

Cardholder Information (*to be completed by the Cardholder*)

Cardholder Name (24 Characters)	Last 4 Digits of Social Security #: 000-00-
Name Line 2 (24 Characters)	Date of Birth:
Address Line 1 (35 Characters)	Mother's Maiden Name or Password:
Address Line 2 (35 Characters)	Work Phone: (630) 840 -
City (23 Characters)	

TAX ID E9935-5264-01
P. O. BOX 500
MAIL STATION
BATAVIA State **IL** Zip Code **60510-0511**

Project Number: _____ Task Number: _____ Expenditure Org: _____

Reporting Hierarchy Level (*to be completed by Procurement*)

Level 2 Number: _____ Level 2 Name: _____

Cardholder Controls (*Required unless specified*)

Credit Limit (CSL)	\$50,000.00	Single Purchase Limit	\$2,500.00
Authorizations Per Day	999	Transactions Per Cycle	9999
Dollars Per Day (optional)	0.00	MCC Group (Merchant Category Code Group)	86 Exclude

Cardholder Approvals

Cardholder:
 (Please Print) _____ Signature: _____ Date: _____

Approving Supervisor:
 (Please Print) _____ Signature: _____ Date: _____

Div/Sec/ Budget Officer
 (Please Print) _____ Signature: _____ Date: _____

Procurement:
 (Please Print) **Gary Golinski** Signature: _____ Date: _____
 (Authorized Signer)

Bank Use Only

Account Number _____ - _____ - _____ - _____

Unit Assigned:						
----------------	--	--	--	--	--	--

Signature Verified: _____ Date: _____ Initials: _____ Mgt: _____

ATTACHMENT NO. 2
CARDHOLDER AGREEMENT

University Research Association, Inc.
Fermi National Accelerator Laboratory
CARDHOLDER AGREEMENT

Introduction

Fermi Research Alliance, LLC., herein after referred to as Fermi National Accelerator Laboratory (known as "Fermilab") has entered into an agreement with JPMorgan Chase Bank NA (Bank) that provides qualified employees with a procurement card (ProCard) at Fermilab expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the ProCard benefits the Fermilab and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies combined in this agreement and in the supplemental ProCard User's Guide must be followed by Cardholders as guidelines for conducting Fermilab business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

ProCards are issued at the discretion of the Procurement Department to delegated Fermilab employees.

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or Fermilab may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the ProCard upon request to Fermilab or any authorized agent of Bank. Use of the ProCard or account after notice of its cancellation may be fraudulent and may cause Fermilab to take legal action against you.

Spending Limits: Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. The ProCard should be used whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD.**

ProCard Abuse: Abuse of the ProCard will result in revocation of the ProCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Purchasing Restricted Items
- Purchasing from Restricted Vendors
- Exceeding bank credit line limit
- Utilizing ProCard for purchases of more than \$2,500
- Using ProCard for travel and entertainment purposes
- Failure to return the ProCard when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the ProCard Cardholder must refer to the supplemental ProCard User's Guide which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the ProCard is used. Individual transaction receipts are to be attached to a Transaction Summary Report and submitted to the Cardholder's supervisor or Resource Manager for review and approval. Following supervisor or Resource Manager approval, the activity report and receipts must be kept on file by the Cardholder for a period of three (3) years.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The ProCard User's Guide contains specific guidelines for handling dispute resolutions.

Protecting the Fermilab ProCard

The ProCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the ProCard immediately upon receipt. When the expiration date is passed and/or after you have received a new ProCard, cut the old ProCard in half and dispose of it. Make sure the ProCard is returned to you after each charge and verify that the returned ProCard has your name on it. Carbon sheets should be retrieved and destroyed.

Lost or Stolen ProCards

If the ProCard is lost or stolen, contact the Bank's 24-hour toll-free number at (888) 297-0778. The Cardholder is also required to contact the Program Administrator(s) referenced in the ProCard User's Guide.

The undersigned ProCard Cardholder applicant and supervisor request that a Fermilab ProCard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Print -- ProCard Cardholder Name

ProCard Cardholder Signature Date

Supervisor Signature Date

Division/Section Head/Budget Officer Signature Date

ProCard Administrator Date

ATTACHMENT NO. 3

SOURCE LIST

Note: The vendors listed in this source list have a current pricing agreement with Fermilab. As part of this agreement, cardholders should not be charged any shipping or handling charges (F.O.B. Destination) and should receive the same discounted pricing that is extended to the Procurement Department. Following is an excerpt from the agreement that is applicable to ProCard purchases.

PRICING

The pricing for supplies under this agreement shall be in accordance with current catalog less any applicable discounts. However, under no circumstance will prices be higher than those charged the sellers most favored customer for comparable quantities under similar terms and conditions.

TAXES

The Seller shall not charge State or local Sales Tax, as Fermilab holds Illinois Tax Exemption Identification Number E9935-5264-01.

CREDIT CARD PURCHASES

The Seller shall not charge Fermilab any service or additional charge if a charge card is used to effect a purchase.

DELIVERY

The delivery schedule shall be determined at the time of purchase. The Seller shall ship all supplies ordered complete. The Seller shall suitably package all supplies to provide adequate protection from damage while in transit.

F.O.B.

The Seller shall ship all supplies F.O.B. Destination. All costs of packaging, permits, shipping duties and related handling included in the price of the purchased supplies.

PRICING AGREEMENTS

FIRM

Advantaged Solutions, Inc.
Aim Welding Products
Allied Electronics
Arrow Electronics
Avnet Electronics Marketing
Bearings & Industrial Supply
Belford Electronics
Bisco Industries

Brigitflex
Casco Manufacturing
CDW Government
Circuit Engineering
Circuit Express
Circuitronics
CMP Enclosures
Columbia Pipe & Supply Co.
Components Express, Inc.
Connor Winfield
Copper & Brass Sales
Efengee Electric
Electro Circuits
Field Fastener Supply
Foremost Fastener Company
Four Points Technology, LLC
Frank's Digital & Office Supplies
Fredrickson's Office Supply, Inc.
Grainger
Hughes-Peters
Industrial Tool Products, Inc.
Integrity Sales
Jaco Electronics
Joseph Electronics
Koi Computers
KSM Electronics

Lace Technologies
Manutec, Inc.

SUPPLIES / SERVICES

Computer Products & Software
Welding Equipment & Supplies
Electronic Components & Supplies
Electronic Components & Supplies
Electronic Components & Supplies
Bearings
Electronic Components & Supplies
Electronic Components &
Supplies/Fasteners
PCB Fabrication
Cable Assemblies
Computer Products & Software
PCB Fabrication
PCB Fabrication
PCB Fabrication
Relay Racks & Computer Cabinets
Pipe, Valves, Fittings
Cable Assemblies
PCB Assembly
Copper & Aluminum
Electrical Supplies
PCB Fabrication
Fasteners
Fasteners
Computer Products & Software
Office Supplies
Office Supplies
Industrial Supply
VME Enclosures & Schroff Items
Industrial Supply
Toner Cartridges
Electronic Components & Supplies
Electronic Components & Supplies
Computer Products & Software
Electronic Components &
Supplies/Cable Assemblies
PCB Assembly
PCB Assembly

PRICING AGREEMENTS

FIRM

Micro City
Midwest Printed Circuit Services
Millennium Electronics
Motion Industries Incorporated
Napco Steel
NEP Electronics, Inc.

Newark Electronics
Numbers Automation
Proline Metal Fabricators
Ramtronix
Rockford Industrial Welding
Ronco Industrial Supply
Safety Supply Illinois
Seps, Incorporated
Steiner Electric
Sterling Computers
Sterling Steel Warehouse
Tejas Office Products
Tri Star Supply
TTI, Incorporated
University of Chicago
Vanguard Safety Co.
Veteran's Imaging Products, Inc.
Viking Office Supply
Weldstar
Wesco Electric
West Side Industrial Supply
Wildflower International
William F. Meyer Company

SUPPLIES / SERVICES

Computer Products & Software
PCB Fabrication
PCB Assembly
Bearings
Steel Products
Electronic Components & Supplies
/Cable Assemblies
Electronic Components & Supplies
Toner Cartridges
Nim Modules & Chassis Components
Electronic Components & Supplies
Welding Equipment & Supplies
Industrial Supply
Safety Supplies
Power Supplies & UPS Systems
Electrical Supplies
Computer Products & Software
Steel Products
Office Supplies
Electrical Supplies
Electronic Components & Supplies
Computer Products & Software
Safety Supplies
Toner Cartridges
Office Supplies
Welding Equipment & Supplies
Electrical Supplies
Industrial Supply
Computer Products & Software
Pipe, Valves, Fittings

Bearings

Bearings & Industrial Supply
431 Irmen Drive
Addison, IL 60101
Attn: Tony Shah
Phone: (800) 826-9870
Fax: (630) 628-0116
Web: <http://www.bearingsnow.com/>

Motion Industries Incorporated
397A Charles Court
West Chicago, IL 60185
Phone: (630) 231-4453
Fax: (630) 231-4499
Web: <https://www.motionindustries.com/>

Cable Assemblies

Casco Manufacturing
2800 Hitchcock Ave.
Downers Grove, IL 60515
Attn: Jackie James
Phone: (630) 971-9400
Fax: (630) 971-9403
Web: <http://www.cascomanufacturing.com/>

Components Express, Inc.
10330 Argonne Woods Drive - Suite 100
Woodridge, IL 60517
Attn: Ray Berst
Phone: (630) 257-0605
Fax: (630) 257-0603
Web: <http://www.componentsexpress.com/>

KSM Electronics
27745 Diehl Road
Warrenville, IL 60555
Attn: Dennis Grunt/Michele Castronova
Phone: (630) 393-9310
Fax: (630) 393-9314
Web: <http://www.ksmelectronics.com/>

Cable Assemblies

NEP Electronics, Inc.
805 Mittel Drive
Wood Dale, IL 60191
Attn: Cindy Pryor
Phone: (630) 595-5800
Fax: (630) 595-8706
Web: <http://www.nepelectronics.com/>

Computer Products & Software

Advantaged Solutions, Inc.
(Apple Computers & Peripherals)
1300 Pennsylvania Ave. NW, Suite 700
Washington, DC 20004
Attn: Eric Fernandez
Phone: (301) 367-3627
Fax: (202) 204-3084
Web: <http://www.advantagedolutions.com/>

CDW Government
230 N Milwaukee Ave.
Vernon Hills, IL 60061
Attn: Brian Robinson
Phone: (703) 262-8032
Fax: (732) 942-2506
Web: <http://www.cdwg.com/>

Four Points Technology, LLC
(Dell Computers & Peripherals)
13800 Coppermine Road, Suite 200
Herndon, VA 20171
Attn: Karin Webb
Phone: (703) 234-5377
Fax: (703) 234-5771
Web: <http://www.4points.com/>

Koi Computers
200 West North Ave.
Lombard, IL 60148
Attn: Fanny Ho
Phone: (630) 627-8811
Fax: (630) 627-8877
Web: <http://www.koicomputers.com/>

**Computer Products
& Software**

Micro City
2040 Corporate Lane
Naperville, IL 60562
Attn: Mike Butitta
Phone: (630) 395-2192
Fax: (630) 604-3291
Web: <http://www.mcity.com/>

Sterling Computers
1508 Square Turn Blvd.
Norfolk, NE 68701
Attn: Kim Fork
Phone: (402) 379-1030
Fax: (402) 379-2855
Web: <http://www.sterlingcomputers.com/>

University of Chicago
Campus Computer Store
6019 Kimbark
Chicago, IL 60637
Attn: Elijah Moss
Phone: (773) 702-6427
Fax: (773) 702-3185
Web: <http://www.uchicago.bkstore.com/>

Wildflower International Ltd.
1500 S St. Francis Drive
Sante Fe, NM 87505
Attn: Jim Montoya
Phone: (505) 466-9111
Fax: (505) 466-9100
Web: <http://www.wildflowerintl.com/>

Copper & Aluminum

Copper & Brass Sales
415 State Parkway
Schaumburg, IL 60173
Attn: Michael B/Steve Meyer
Phone: (847) 490-9870
Fax: (847) 490-9081
Web: <http://www.copperandbrass.com/>

Electrical Supplies

Efengee Electric
31W356 Diehl Road
Naperville, IL 60563
Attn: Jennifer/Steve
Phone: (630) 369-1016
Fax: (630) 369-1738
Web: <http://www.efengee.com/>

Steiner Electric
3755 Swenson Dr.
St. Charles, IL
Attn: Allan Tracz
Phone: (630) 377-6600
Fax: (630) 377-7952
Web: <http://www.steinerelectric.com/>

Tri Star Supply
1459 Bernard Drive
Addison, IL 60101
Attn: Marty Jr.
Phone: (630) 629-4440
Fax: (630) 629-6352
Web: N/A

Wesco Electric
3654 Swenson Ave.
St. Charles, IL 60174
Attn: Eric
Phone: (630) 513-8135
Fax: (630) 513-8143
Web: <http://www.wesco.com/>

Electronic Components & Supplies

Allied Electronics
800 Roosevelt Road
Glen Ellyn, IL 60137
Attn: Angelo Talaganis
Phone: (630) 469-4685
Fax: (630) 469-6347
Web: <http://www.alliedelec.com/>

**Electronic Components &
Supplies**

Arrow Electronics
1166 Spring Lake Drive
Itasca, IL 60143
Attn: Linda Kaczmarek/Julie Nowakowski
Phone: (630) 285-6062
Fax: (630) 285-6096
Web: <http://www.arrow.com/>

Avnet Electronics Marketing
3030 Salt Creek Lane
Arlington Heights, IL 60005
Attn: Yolanda/Maureen
Phone: (847) 797-7311
Fax: (847) 797-7788
Web: <http://www.avnet.com/>

Belford Electronics
1460 Jeffrey Drive
Addison, IL 60101
Attn: Mike
Phone: (630) 705-3024
Fax: (630) 691-1118
Web: <http://www.belfordelect.com/>

Bisco Industries
529 Windy Point Drive
Glendale Heights, IL 60139
Attn: Natalie
Phone: (630) 942-1230
Fax: (630) 942-1985
Web: <http://www.biscoind.com/>

Jaco Electronics
600 Tollgate Road
Elgin, IL 60123
Attn: Pat/Judy
Phone: (847) 760-5280
Fax: (847) 760-5288
Web: <http://www.jacoelectronics.com/>

**Electronic Components &
Supplies**

Joseph Electronics
8830 N. Milwaukee Avenue
Niles, IL 60714
Attn: Scott/Rob
Phone: (847) 588-3800
Fax: (847) 588-3300
Web: <http://www.josephelectronics.com/>

KSM Electronics
27745 Diehl Road
Warrenville, IL 60555
Attn: Dennis Grunt/Michele Castronova
Phone: (630) 393-9310
Fax: (630) 393-9314
Web: <http://www.ksmelectronics.com/>

NEP Electronics, Inc.
805 Mittel Drive
Wood Dale, IL 60191
Attn: Cindy Pryor
Phone: (630) 595-5800
Fax: (630) 595-8706
Web: <http://www.nepelectronics.com/>

Newark Electronics
1919 S. Highland Avenue
Lombard, IL 60148
Attn: Nancy Maher
Phone: (630) 317-1000
Fax: (630) 424-8048
Web: <http://www.newark.com/>

Ramtronix
(Kings/Lemo Connectors)
67 Jefryn Blvd. East
Deer Park, NY 11729
Attn: Walter
Phone: (631) 242-4700
Fax: (631) 242-4074
Web: <http://www.ramtronix.com/>

**Electronic Components &
Supplies**

Seps, Incorporated
(Power Supplies & UPS Systems)
7531 Brush Hill Road
Burr Ridge, IL 60521
Attn: Catherine/Pat
Phone: (630) 986-8899
Fax: (630) 986-8906
Web: <http://www.seps-inc.com/>

TTI, Incorporated
1301 Basswood Rd.
Schaumburg, IL 60173
Attn: Susan
Phone: (847) 884-6500
Fax: (847) 884-6556
Web: <http://www.ttiinc.com/>

Fasteners

Bisco Industries
529 Windy Point Drive
Glendale Heights, IL 60139
Attn: Natalie
Phone: (630) 942-1230
Fax: (630) 942-1985
Web: <http://www.biscoind.com/>

Field Fastener Supply
740 N. Edgewood Avenue
Wood Dale, IL 60191
Attn: Adam Derry
Phone: (630) 350-2290
Fax: (630) 350-0743
Web: <http://www.fieldfastener.com/>

Foremost Fastener Company
1010 W. National Avenue
Addison, IL 60101
Attn: Larry/Jon
Phone: (630) 543-9685
Fax: (630) 543-0167
Web: <http://www.foremostfastener.com/>

Industrial Supply

Grainger
2701 Ogden Avenue
Downers Grove, IL 60515
Attn: Jennifer Roe
Phone: (630) 953-2959
Fax: (630) 953-2975
Web: <http://www.grainger.com/>

Industrial Tool Products, Inc.
919 N. Central Ave.
Wood Dale, IL 60191
Attn: Mary
Phone: (630) 766-4040
Fax: (630) 766-4166
Web: <http://www.itpco.com/>

Ronco Industrial Supply
700 Frontier Way
Bensenville, IL 60106
Attn: John or Ron Cohen
Phone: (630) 238-8800
Fax: (630) 238-0808
Web: <http://www.goronco.com/>

West Side Industrial Supply
1530 N. LaFox
South Elgin, IL 60177
Phone: (847) 931-7200
Fax: (847) 931-0023
Web: <http://westsidedelivers.com/>

Office Supplies

Frank's Digital Printing & Office Supplies
723 Aurora Ave.
Aurora, IL 60505
Attn: Frank Garcia/Manny Garcia
Phone: (630) 892-2511
Fax: (630) 801-1990
Web: <http://www.franksdigitalprinting.com/>

Office Supplies

Fredrickson's Office Supply, Inc.
PO Box 855
Aurora, IL 60507
Attn: Richard
Phone: (866) 938-8833
Fax: (630) 897-0958
Web: N/A

Tejas Office Products
C/O Warehouse Direct
1225 W 20th Street
Houston, TX 77008-3315
Attn: John Belvisi
Phone: (847) 631-7149
Fax: (847) 956-5815
Web: <http://www.warehousedirect.com/>

Viking Office Supply
124 W. State St.
Geneva, IL 60134
Attn: Greta
Phone: (630) 207-4267
Fax: (630) 232-4011
Web: <http://www.genevaviking.com/>

PCB Assembly

Connor Winfield
2111 Comprehensive Dr.
Aurora, IL 60505
Attn: Rich Epic/Tom Coppens
Phone: (630) 851-4722
Fax: (630) 851-5040
Web: <http://www.conwin.com/>

Lace Technologies
3483 Swenson Ave.
St. Charles, IL 60174
Attn: Charles Han/Jerry Marinaro
Phone: (630) 762-3865
Fax: (630) 762-3856
Web: <http://www.leadfreeassembly.com/>

PCB Assembly

Manutec, Inc.
415 W. Belden Ave., Unit E
Addison, IL 60101
Attn: Dick Zboril
Phone: (630) 543-3022
Fax: (630) 543-7766
Web: <http://www.manu-tec.com/>

Millennium Electronics
300 Millennium Drive
Crystal lake, IL 60012
Attn: Lisa Foster
Phone: (815) 479-9755
Fax: (815) 479-1153
Web: <http://www.mei2000.net/>

PCB Fabrication

Brigitflex
1725 Fleetwood Drive
Elgin, IL 60123
Attn: Brigitte Lawrence
Phone: (847) 741-1452
Fax: (847) 741-1470
Web: <http://brigitflex.com/>

Circuit Engineering
1390 Lunt Avenue
Elk Grove Village, IL 60007
Attn: Roy Simon
Phone: (847) 806-7777
Fax: (847) 806-8088
Web: <http://www.circuiteng.com/>

Circuit Express
229 S. Clarke Drive
Tempe, AZ 85281
Attn: Ann Marie Henry
Phone: (800) 678-0233
Fax: (480) 966-5896
Web: <http://www.circuitexpress.com/>

PCB Fabrication

Circuitronics
201 N. Gables Blvd
Wheaton, IL 60187
Attn: Shelley Lara
Phone: (630) 668-5407
Fax: (630) 462-7590
Web: <http://www.circuitronicsllc.com/>

Electro Circuits
1651 Mitchell Blvd
Schaumburg, IL 60193
Attn: Dennis
Phone: (847) 352-5015
Fax: (847) 352-5073
Web: <http://www.electrocircuits.com/>

Midwest Printed Circuit Services
1741 Circuit Drive
Round Lake Beach, IL 60073
Attn: Tammey Lackey
Phone: (847) 740-4120
Fax: (847) 740-4187
Web: <http://www.midwestpcb.com/>

Pipe, Valves, Fittings

William F. Meyer Company
1855 E. New York Street
Aurora, IL 60505
Attn: Tom K./Mark Weissmann
Phone: (630) 851-4441
Fax: (630) 851-4043
Web: <http://www.wfmeyer.com/>

Columbia Pipe & Supply Co.
1120 W. Pershing Rd.
Chicago, IL 60609
Attn: Judy Lake
Phone: (773) 927-6600
Fax: (773) 927-8415
Web: <http://www.columbiapipe.com/>

**Relay Racks, Nim Modules
& VME Enclosures**

CMP Enclosures
3932 Grove Ave.
Gurnee, IL 60031
Attn: Mike Gober
Phone: (847) 244-3230
Fax: (847) 244- 3257
Web: <http://www.enclosures.com/>

Hughes-Peters (formerly Leeds Electronics)
(Pentair Electronic Packaging/Schroff)
8300 W. Addison
Chicago, IL 60634
Attn: Bob
Phone: (773) 625-3800
Fax: (773) 625-3807
Web: <http://www.hughespeters.com/>

Proline Metal Fabricators
42650 Osgood Road
Fremont, CA 94539
Attn: Jim
Phone: (800) 468-6763
Fax: (510) 438-0612
Web: <http://www.gotopmf.com/>

Safety Supplies

Safety Supply Illinois
1040 Kingsland drive
Batavia, IL 60510
Attn: Linda/Tracy
Phone: (800) 877-1390
Fax: (630) 406-6195
Web: <http://www.safetysupplyillinois.com/>

Vanguard Safety Co.
1007-A Trident St.
Hanahan, SC 29410
Attn: Don Formey
Phone: (800) 801-0688
Fax: (800) 801-0617
Web: <http://vanguardsafetyco.com/>

Steel Products

Napco Steel
1800 Arthur Drive
West Chicago, IL 60185
Attn: Jerry
Phone: (800) 292-8010
Fax: (630) 293-0881
Web: <http://www.napcosteel.com/>

Sterling Steel Warehouse
P.O. Box 151
Rock Falls, IL 61071
Attn: Rod Anderson
Phone: (815) 625-3275
Fax: (815) 625-3235
Web: N/A

Toner Cartridges

Integrity Sales
(OEM New)
18810 S Parsons Ave
Castro Valley, CA 94546
Attn: Melda Erinan
Phone: (888) 670-7253
Fax: (510) 733-0545
Web: <http://www.integritysales.com/>

Numbers Automation
(OEM Compatible)
1239 Rand Road
Des Plaines, IL 60016
Attn: Robert Kalmus
Phone: (847) 299-5300
Fax: (847) 299-3799
Web: <http://www.besttoner.com/>

Veteran's Imaging Products, Inc.
744 Industrial Drive
Elmhurst, IL 60126
Phone: (630) 834-0540
Fax: (630) 834-0927
Web: <http://www.veteransimaging.com/>

**Welding Equipment &
Supplies**

Aim Welding Products
201 Washington Street
Auburn, MA 01501-3224
Attn: Rita Kapur
Phone: (800) 772-0104
Fax: (508) 832-5043
Web: <http://www.aimtek.com/>

Rockford Industrial Welding
4646 Linden Road
Rockford, IL 61109
Attn: Mark Bergsteat
Phone: (815) 356-7100
Fax: (815) 356-7300
Web: <http://www.riws.com/>

Weldstar
1750 Mitchell Road
Aurora, IL 60504
Attn: Gary Soris
Phone: (630) 859-3100
Fax: (630) 859-3199
Web: <http://www.weldstar.com/>

ATTACHMENT NO. 4
TAX EXEMPT LETTER



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8881

February 16, 2007

FERMI RESEARCH ALLIANCE LLC
DAVID CARLSON
PO BOX 500
BATAVIA IL 60510-0500

Operator of Fermi National Accelerator Laboratory

We have received your recent letter; and based on the information you furnished, we believe

FERMI RESEARCH ALLIANCE LLC
of
BATAVIA, IL

is organized and operated exclusively for educational purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9935-5264-01. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on February 1, 2012, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services
Illinois Department of Revenue

ATTACHMENT NO. 5

TRANSACTION LOG

ATTACHMENT NO. 6

STATEMENT OF DISPUTED ITEM(S)

STATEMENT OF DISPUTED ITEM(S)

Return Address: _____

Vendor (Supplier) Name _____
Reference Number _____
Transaction Date _____
Posting Date _____
Amount _____

Cardholder Name _____

Card Account Number _____

To assist our investigation, please indicate below the reason for your dispute. If you have questions, call Customer Service at 1-800-316-6056.

_____ 1. CARDHOLDER DISPUTE
() I **did not** make nor authorize above transaction. (Please indicate whereabouts of card.)

() I **did** make the above transaction, but am disputing it because: (Please state your reasons why in detail.)

_____ 2. MERCHANDISE NOT RECEIVED
() My account has been charged, but I have not received the merchandise. Details of my attempt to resolve the disputes with the vendor and the vendor's response are indicated below:

() My account has been charged, but I have since contacted the vendor and canceled the order. I will refuse delivery and payment should the merchandise still be sent.

_____ 3. MERCHANDISE RETURNED
My account has been charged, but the merchandise has been returned. **Attached is a copy of my shipping document.**

_____ 4. CREDIT NOT RECEIVED
I have received a credit voucher, but it has not yet appeared on my account. **Attached is a copy of the credit voucher. The date on the voucher is greater than 30 days old.**

_____ 5. INADEQUATE DESCRIPTION / UNRECOGNIZED CHARGE
I do not recognize this charge. Please supply a copy of the sales draft for my review.

_____ 6. ALTERATION OF AMOUNT
There is a difference in the amount I authorized and the amount I was billed. **Attached is a copy of my sales draft and/or backup documentation.**

_____ 7. PREVIOUSLY BILLED FOR TRANSACTION
I only transacted one charge and I was previously billed for this sales draft. Date of previous charge _____

_____ 8. IMPRINTING OF MULTIPLE SLIPS
The transaction represents multiple billing to my account. I authorized only one charge from this vendor for this amount.

_____ 9. OTHER: DESCRIBE IN DETAIL:

Cardholder Signature

Date

Telephone

Supervisor's Signature

Date

Telephone

Please send or fax this form to the Bank, fax # (888) 297-0766 and forward a copy to the Program Administrator(s)

ATTACHMENT NO. 7

**BSS PROCARD TRANSACTION
COMPLIANCE REVIEW**

BSS PROCARD TRANSACTION COMPLIANCE REVIEW

Cardholder Name: _____ Supervisor: _____

Requester: _____

Transaction: _____

Vendor: _____ Transaction Date: _____ Post Date: _____

Description of Item(s): _____ Amount: \$ _____

	Question	Yes	No	N/A	Remarks
1	Is the Purchase entered in the ProCard Front End System or listed on the transaction log?				
2.	Is the purchase adequately documented?				
3.	Are all the items purchased allowable?				
4.	Are all the items purchased unrestricted?				
5.	Review of documents does not indicate that order was split to avoid maximum dollar limit?				
6.	If there is a discrepancy in the action? If so, has the Cardholder resolved with the merchant?				
7.	Was the Bank notified if disputed charge was not resolved with merchant?				
8.	If an item was returned, is there a copy of the shipping document on file?				
9.	If an item was returned, was credit received?				
10.	If any of the items are available through Fermilab selected sources, does the record indicated why ordered through another source?				
11.	Is the Transaction Summary Report signed by the Cardholder's immediate supervisor or manager?				

Suggestions/Comments: _____

Reviewed By: _____

Date: _____

ATTACHMENT NO. 8

PROCUREMENT COMMODITY LIST



Fermilab

Procurement Department

Procurement Manager

Joe Collins x4169

Staff Assistant

Joanne Hall x4168

Pam Noyes x5779

Department Office

Wilson Hall, 4 West, Mail Station 210

Telephone Number: (630) 840-3521

Facsimile Numbers: (630) 840-2457, 2907, 5719, 6685

Computing/Services

Bill Koncelik*	x4173
Byron Clark	x4194
Gary Davis	x4171
Gary Golinski	x4175
Pam Noyes	x5779

Construction/Fabrication/ Services

Bob Cibic*	x3528
Gordon Bagby	x3388
Ron Cypret	x3839
Ron Evans	x4166
Tom Powers	x4255
Mike Yeoward	x3529

Electronics: Maintenance, Repair & Operational Supplies

Joe Morgan*	x4181
Bob Johnson	x4179
Len Mack	x4183
Don Rogus	x4177

ProCard Administration

Gary Golinski	x4175
Pam Noyes	x5779

Support Staff

Terrill Karas	x2555
Joyce Serritella	x4155

*Denotes Group Leader



Computing/Services

Bill Koncelik, Group Leader	630/840-4173
Byron Clark	630/840-4194
Gary Davis	630/840-4171
Gary Golinski	630/840-4175
Pam Noyes	630/840-5779

Computers
Maintenance (Hardware and Software)
Hardware and Software Consulting Services
Peripherals
Software
Computer Software Licensing



Fermilab

Construction/Consulting, Fabrication and Services

Bob Cibic, Group Leader	630/840-3528
Gordon Bagby	630/840-3388
Ron Cypret	630/840-3839
Ron Evans	630/840-4166
Tom Powers	630/840-4255
Michael Yeoward	630-840-3529

Advertising Services
A&E Master Contracts & Task Orders
Analysis (Hazardous/Non-Hazardous)
Civil Construction
Communication Services
Consultants
Credit Card Agreements
Disposal (PCB/Non-PCB)
Energy Savings Contracts
Farm Licenses (On-site)
Food Service
Guard Services
General Laboratory Services
Government Property Sales
Housekeeping
International Telephone Contract
Janitorial Services
Legal Services
Limousine Services
Maid Services
Material Testing

Memorandum Purchase Orders
Natural Gas Pipeline Contract
Office Furniture
Off-Site Leases (Industrial Warehouses)
On-Site Repairs
Photography Services
Professional Services
Recycling/Sales Agreements
Refuse Disposal
Site Maintenance
Soil and Construction Tests
T & M Master Contracts (SCA/DB)
Temporary Help Agency
Trailer Leasing
Travel Agency Agreement
University Purchase Orders
Utility Agreements
Vehicles
Vehicle Services



Electronics: Maintenance, Repair & Operational Supplies

Joe Morgan, Group Leader
Bob Johnson
Len Mack
Don Rogus

630/840-4181
630/840-4179
630/840-4183
630/840-4177

Adhesives
Air Compressors
Automotive
Bearings/Transmission Supplies
CAMAC
CCTV
Chemicals
Clothing
Communications Equipment
Compression Fittings
Cryogenic Equipment
Drafting Supplies
Electrical Equipment and Supplies
Electronic Assemblies
Electronic Components
Electronic Fabrications
Electronic Instrumentation
Fire Protection Equipment
Fuel
Gases
Gasoline
Household Furniture/Appliances
Hydraulic Components
Industrial Vehicles
Janitorial Supplies
Laboratory Benches and Cabinets
Laboratory Equipment
Landscaping Supplies

Locks and Keys
Lumber and Building Materials
Medical Supplies
Metals
Office Furniture and Supplies
Office Machines-Purchase/Lease/Service
Oscilloscopes
Paper
Photographic Supplies
Plastics
Plumbing and Heating Supplies
Power Supplies
Printed Circuit Boards
Printing
Publications
Pumps
Radiation Instrumentation
Radioactive Materials
Rubber Products
Safety Equipment and Supplies
Solder and Solder Equipment
Special Purpose Equipment
Stone/Gravel
Vacuum Equipment
Valves
Water Conditioning Equipment/Supplies
Welding Equipment and Supplies
Wire and Cable



Fermilab

ProCard Administration

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