

Vendor Reporting Requirements To the University of Rochester

Invoicing. Vendor must complete this attachment and send electronically to the University of Rochester for any product or service greater than or equal to \$25,000. This must be done in compliance with the terms of the American Recovery and Reinvestment Act (ARRA) of 2009 award requirements.

Compliance with ARRA. Vendor must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. Complete and submit the ARRA vendor reporting requirement forms as instructed within 15 days of receipt of this order. Failure to comply may result in delay of payment for this order.

Amendment for Updated Reporting Requirements. A unilateral amendment may be issued to update reporting requirements in response to any additional requirements or guidance from the Office of Management and Budget (OMB) or Sponsor including, but not limited to, the definition of terms and data elements, and specific instructions for reporting and report formats.

Reporting

The University of Rochester requires reporting of data related to:

Purchase Order	
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Please complete and submit the data below.

Vendor shall submit this report to the University of Rochester as follows:

University of Rochester
Marta Herman, Accounts Payable Manager
910 Genesee Street, Suite 200
Rochester, New York, 14611-3847
FAX: (585) 256-0923

University of Rochester Account Number	
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For any Vendor product/service greater than or equal to \$25,000 to be paid by the University of Rochester the following data must be completed in accordance with ARRA guidelines.

VENDOR DATA

Vendor DUNS (Data Universal Numbering System)	
Vendor Name	
Vendor Headquarters Zip Code	
Vendor Contact Name	
Product/Service Description(s)	
Product/Service Dollar Amount	
Vendor Headcount created or retained related to this purchase Need number of job(s)	
How was the number of jobs created or retained calculated? (N/A if jobs created was 0)	