



Commonwealth Annuitant Certification

SECTION A: Annuitant Information

Name: _____

Are you a Commonwealth annuitant(*)?

*** Commonwealth Annuitant:** *Any person retired from the Pennsylvania State System's Alternative Retirement Plan (ARP), Public School Employee's Retirement System (PSERS), or the State Employee's Retirement System (SERS).*

If you answered "yes", please answer the following questions and then proceed to certification:

Date of retirement: _____

Name of institution or agency from which you retired: _____

Retirement plan (ARP, PSERS, SERS): _____

Prospective Vendor Certification

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information, and belief.

Signature: _____

Date: _____

* For questions regarding completion of this form, please contact the Bloomsburg University Procurement department 570.389.4311.

SECTION B: Procurement Office Use (Completed only when prospective vendor certifies as Commonwealth annuitant)

Duration of contract (start/end date): _____ Contract Value (\$): _____

Description of services to be provided: _____

Completed by: _____

Date: _____

SECTION C: Human Resources & Labor Relations Use

Are the services described above different than those performed while an employee?

Are the services described above normally provided by other employees?

Contract allowable under Commonwealth of PA Management Directive 515.20?

Comments: _____

HR & Labor Relations Signature: _____

Date: _____

Procedure:

- 1). *Commonwealth Annuitant Certification* form is sent to prospective vendor, along with contract and W-9 form, for completion/signature.
- 2). If self-certification indicates that the prospective vendor is not a Commonwealth annuitant, Procurement will scan and attach form to SAP SPC.
- 3). If self-certification indicates that the prospective vendor is a Commonwealth annuitant, Procurement completes section B and forwards to HR.
- 4). HR completes Section C and forwards back to Procurement.
- 5). If approved:
 - Procurement scans and attaches completed form to SAP SPC. **The face of the contract shall include a statement indicating that the contractor is a Commonwealth annuitant.**
 - Procurement sends a copy of the contract (STD-278 to PASSHE)If disapproved:
 - Procurement notifies requesting department and prospective vendor. The disapproved forms will be kept on file in the Procurement office.
- 6). **Do not** proceed with services until Human Resources and/or Procurement have provided approval.