



Research Park

Tenant Handbook

BioVentures Center

University of Iowa Research Park Office

2500 Crosspark Road E156

Coralville, IA 52241

(319) 335-4063

research-park@uiowa.edu

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Welcome Memo

To: (TENANTS NAME)

From: Stephanie Dengler, Director of Operations, Iowa Research Park

Re: Welcome

Welcome to the Iowa Research Park's BioVentures Center.

You have been assigned the USPS mailbox **XX** and have already received those keys as well as a slot in the mailroom.

Here at the BioVentures Center we use Microsoft bookings for making conference room reservations. As a tenant here, there is no charge for using the space. Here is the link to BVC booking calendar:

<https://outlook.office.com/book/BioVenturesCenterConferenceSpaces@bookings.uiowa.edu/?ismsaljsauthenabed>

You can always access the login through the IOWA Research Park website under the "Tenant's Hub" page where the "reserve a conference room" tab will take you to BVC conference room calendar :

<https://researchpark.uiowa.edu/tenants-hub>

We have also assigned you a MFK for purchasing business items through the University of Iowa Stores as well as through the eBay system in self-service.

(TENANT) MFK is: 980-40-5006-90000-XXXXXXXX-XXXX-000-0XXXX-00-0000. Please let me know if you have any questions about your MFK. These charges will be invoiced monthly and are due upon receipt.

Payments received later than the 20th of the month are subject to a late payment fee of 1.5%

(TENANT) Rent MFK that should be referenced on rent payments :

240-40-5006-00000-54400000-1120-000-XXXX-30-0000.

Rent is due on the 1st of each month; **invoices will not be sent**. You can mail your payment to the BVC or set up ACH payments. ACH payments are the preferred method of payment.

US Bank ACH Instructions

Bank Name: US Bank

222-2nd Ave.

Cedar Rapids, IA 52401

Denise Jennings, Contact representative

Ph: 319-368-4306

Account Name: State University of Iowa

SE ABA: 0730-0054-5

Acct #: 8778000151

Please include department name & MFK on the ACH to ensure proper routing.

There are several amenities that are available to the tenants. This manual is designed to help acquaint new tenants with the buildings and services.

Facilities Contact Information

Stephanie Dengler

Director of Operations

Economic Development Associate Director

stephanie-dengler@uiowa.edu

(319) 334-2741

Located in office E152 of the BioVentures Center

Amber Cardona

Administrative Service Specialist

amber-cardona@uiowa.edu

(319) 335-4067

Located in office E156 of the BioVentures Center

Abby Hugunin

Student Assistant

research-park@uiowa.edu

(319) 335-4063

Located at the front foyer desk of the BioVentures Center

Onsite Certified Notaries:

Stephanie Dengler

Amber Cardona

Please make sure you bring a valid government-issued photo ID. If you are unsure about the type of notarial act or if your document needs notarization, contact the requesting agency for guidance.

IOWA Research Park Amenities

Business Support and Amenities:

- Access to student interns
- Support in obtaining Iowa financial support
- Media and communications assistance
- JPEC business development support
- SBDC business support
- SBIR/STTR support
- Seminars and educational sessions
- Networking opportunities
- Non- salaried complimentary appointment (Hawk ID) which provides tenants with access to UI stores, core facilities, and vendor discounts
- Hazardous waste management services
- Shared laboratory equipment
- Tenant company name and logo listed on the Research Park website
- Executive boardroom and conference rooms accommodating from 2-70 people.
- Community Coffee Break Area
- Open vending with snacks and drinks for purchase
- High-speed wired and wireless internet
- Shared copier/fax machine
- Emergency backup generator
- Shipping/receiving area and mail/package handling
- Daycare services just offsite
- Paved bicycle/hiking trail throughout park
- Free, on-site parking
- UI Cambus Route
- Nearby dining, hotels, conference facilities, shopping, recreation, and fitness

Shared Laboratory Equipment located in the BioVentures Center:

- (2) -80 freezers
- Darkroom
- (2) autoclaves
- RO/DI water system
- Laboratory glassware washer/dryer
- Ice machine
- Class III Type A biological safety cabinet, Vertical Laminar Flow Bench Model w/ UV light
- Thermo scientific incubator
- Thermo scientific centrifuge
- -20 Frigidare freezer
- Light contrast bi-ocular microscope
- Inverted microscope
- Liquid nitrogen tank w/ castor rack and inserts

Building Hours and Maintenance

Hours of Operation:

Monday – Friday: 8am – 5pm*

Saturday – Sunday: Closed

*Excluding University of Iowa holidays

A list of university holidays can be found at: <http://registrar.uiowa.edu/five-year-calendar>

Maintenance Requests:

Please submit maintenance requests via email: research-park@uiowa.edu

Depending on the maintenance request/type of repair, these charges may be considered the tenant's responsibility. Some examples include: changing out light bulbs in tenants' office or lab spaces, rekeying locks for offices and labs.

If you notice issues in your leased space or throughout the building, please communicate these concerns to the BioVentures Center staff or email research-park@uiowa.edu

After Hours Emergencies:

BioVentures Center

After hour emergencies should be addressed by calling (319) 366-4700. Calling this number will expedite immediate assistance. Please call the University of Iowa Research Park office at (319) 335-4063 to notify about the situation and/or leave a voice message.

Building Security System & Keys

The University of Iowa Research Park uses Simplex Security to secure the BioVentures Center. The system controls the door locks and the fire alarm/sprinkler systems. The main entrance of the BioVentures Center will be unlocked from 7:00am to 5:30pm, Monday through Friday. During these hours, visitors and tenants can come and go without an access card. Access cards are obtained from the Administrative Services Specialist located in office E156, and each employee will be assigned their own card. The University of Iowa BioVentures Center/Research Park offices will be closed during weekends and UI observed holidays. The doors will remain locked during these instances.

Tenants will be provided with 2 individual suite keys. If the tenant requests to have their space rekeyed to a different key than what is currently provided, this cost will be billed to the tenant. If additional keys are needed, this cost will be billed to the tenant. All key, and lock changes can be requested by email to research-park@uiowa.edu. Please include the key number and quantities that are being requested. Allow for 5-10 business days from the time of the request for processing. It is the tenant's responsibility to communicate employee terminations, lost or stolen cards to the BioVentures staff. It is the responsibility of the tenant to lock their suites.

Guest and contractor access badges

If tenants have a guest/contractor onsite that needs access to the Eastside or front door, guest access badges are available for check out in office E156 by any of the BioVentures Staff.

It is highly recommended that tenants make sure that their suites are secured while tenants are not in their suites, and that the main doors close behind them when leaving the building.

Housekeeping & Trash Disposal

Tenants are responsible for the care of their office or lab suite. Many tenants opt to do their own cleaning, while other tenants hire the cleaning service that is already in place in the building. CR Janitorial Service is the company that is contracted to service the common areas of the BioVentures Center building on a nightly basis. If you notice something that needs housekeeping attention, please notify the BioVentures staff. Trash and recycling receptacles are located at several locations in the building. Please place your cleaned recyclables in the appropriate containers.

Please follow the general guidelines for trash and recycling:

- Garbage placed in outdoor dumpsters
- Broken down cardboard placed in the cardboard dumpster
- Single-sort recycling placed in the recycling dumpster
- Disposal areas are to be kept free of all debris because these are designated for deliveries
- Dumpster covers must be closed when not in use
- For biohazard waste, please refer to “Hazardous Waste Removal” on page 21 of this manual

LABS: The cleaning staff will not clean tenant’s labs; nor will they enter the laboratories. If you have trash/recyclables that need to be disposed of, please set those outside your lab door and the cleaning staff will discard them. If you need specific cleaning done in your lab, the sinks or countertops cleaned or the floors mopped, etc. please let the BioVentures Center staff located in E156 know and it can be scheduled on an as needed basis. These cleaning services will be at the expense of the tenants.

Conference Room Reservation

The BioVentures Center offers eight conference rooms capable of accommodating 2 – 70 occupants. Microsoft Bookings, is used to reserve the BioVentures Center conference rooms. The link to the BVC conference room calendar is:

<https://outlook.office.com/book/BioVenturesCenterConferenceSpaces@bookings.uiowa.edu/?ismsaljsauthenabled>

The Administrative Services Specialist can assist with booking these rooms. Conference rooms booking requests can also be made in person at the front office (room E156) or via email request to research-park@uiowa.edu. Rooms are reserved on a first-come, first-served basis. All conference rooms have the following equipment available:

- Computer with room sound
 - ***Conference room W215 doesn't have computer capabilities***
- Projector or television monitor
- Keyboard/mouse
- Whiteboard and markers
- Skype and Zoom capabilities

Please consider the following things when using the conference rooms:

- Bring HDMI cords or any adaptors that are needed for the meeting, especially if using a MacBook
- Flash drives with presentations or slides
- Allow time to ensure that everything is working properly for your meeting
- The BioVentures Center doesn't have an IT department onsite with limited IT support to troubleshooting issues.
- Food and drinks are allowed to be brought into the conference rooms.
- It is required that all trash is picked up and the space is returned to the original set up with tables and chairs

BVC West Conference Rooms

First Floor Conference Rooms:

W111 Conference Room
Capacity: 20



W119 Conference Room
Capacity: 14



Second Floor Conference Rooms:

W215 Conference Room
Capacity: 10



No computer capabilities in this space

W219 Conference Room
Capacity: 14



BVC East Conference Rooms

First Floor Conference Rooms:

E140 Board Room
Capacity: 10



E136 Conference Room
Capacity: 6



Second Floor Conference Room

E242
Capacity: 10



Multi-Purpose Conference Room

Multi-Purpose Room (MPR)

Located across from the main entrance of the BVC

Capacity: 40 seated & up to 70 for receptions/special events



Community Space/Break Areas

Kitchens and Break Areas

The BioVentures Center offers three full kitchenettes and break areas. The main floor has a kitchenette and dishwasher, which is located across from office E156 for community use. The east and west sides of the building have kitchen/break areas located on the second floor. Please be respectful and tidy up after yourself, remove refrigerated items within a week.



Community Spaces

Located on the main floor outside of Conference room W111 is a community space for collaboration and working. Newspapers and literature are for tenants' use. The snack and drink vending machines take exact cash or credit card payments. This is monitored and maintained by Capitol Vending.

The coffee machine is sponsored by the Office of Innovation and is free of charge.



Campus Mail, USPS, UPS, FedEx

University of Iowa Campus Mail:

UI Campus Mail picks up and delivers mail twice daily. Once in the morning (~9:00am) and once in the afternoon (~12:00pm). Campus mail is delivered and picked up in the shared mail room, E154.

BioVentures Center Mail Slot:

As a tenant of the BioVentures Center, you are given a mail slot that is located in E154. Mail that arrives here will primarily be UI Campus Mail.

United States Postal Service:

USPS picks up and delivers mail Monday through Friday. USPS mailboxes are located inside the building near the west side elevator. As a tenant of the BioVentures Center you will be assigned an USPS mailbox by the BioVentures Center staff as well as given two keys. Please know, the BioVentures Center staff does not keep extra keys for your USPS mailbox, and they don't have access to these boxes. If you misplace or lose your keys, it will be your responsibility to obtain access to your post office box and obtain new keys.

To set up or make changes to your company's USPS mailing address, you will need to make changes through the Official USPS change-of-address website:

<https://moversguide.usps.com/mgo/disclaimer>

UPS and Federal Express:

UPS and Federal Express make daily deliveries to the BioVentures Center, Monday-Friday during regular business hours. All FedEx and UPS packages are delivered to the first-floor mail/copy room E154. It is your responsibility to remove your

packages daily and in a timely manner. If you have packages that are outgoing, you must schedule your pickup to ensure that it is picked up by the carrier. You can leave prepaid UPS ground/express and FedEx ground/express in the BioVentures mail/copy room and they will be sent out through the UI Campus Mail system. Those packages must be in the mail room before 11:45am. There are no pickup or deliveries on weekends or holidays from UI Campus Mail.

Addresses:

It is important that you include your company's name and your USPS box number in your address when sending and receiving mail or other deliveries.

Copy/Fax Machines

The BioVentures Center has a copy/fax machines available for tenant use located in room E154. The machine has features including color copying, color scanning, color printing, faxing, and printing and copying via a USB. To reach an outside fax line, 9 must be dialed first.

Adding a print queue:

To add the printer to your computer, you will need to open File Explorer. Once in File Explorer, iowaprint04.iowa.uiowa.edu into the address bar. This may take a moment, but it will install the printer automatically. If you are not on the University of Iowa Wi-Fi, you may need to paste [\\iowaprint04.iowa.uiowa.edu\uirp-bvc154-mfd](http://iowaprint04.iowa.uiowa.edu/uirp-bvc154-mfd).

For a Mac (using a HawkID): Select "System Preferences" → Printers & Scanners → Add Printer (+button) → Switch from "default" tab to "IP" tab → input "172.30.88.66" into address → Select "add" → Select "duplex printing unit" → Select "ok"

If you need additional help, please contact ITS Help Desk at its-helpdesk@uiowa.edu at (319) 384-4357

Telephone & Internet Service

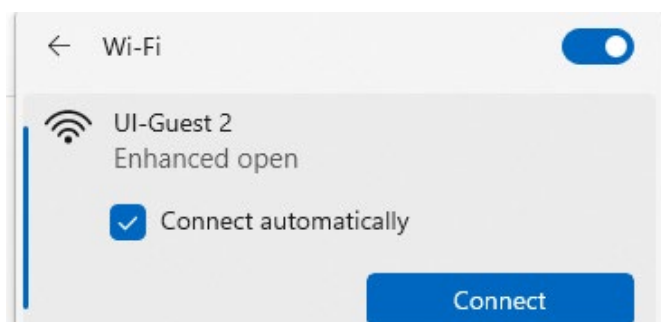
Each company may choose University of Iowa or South Slope to provide telephone and/or internet service for their leased space. If South Slope is chosen as the primary provider, it is the responsibility of the company to call and set up the services. South Slope can be reached at (319) 626-2211. If University of Iowa data is selected, please contact the BioVentures Staff to arrange data connection.

University of Iowa Service Pricing:

<https://its.uiowa.edu/services/campus-data-network-connectivity/service-pricing>

University of Iowa Information Technology Services (ITS): <https://its.uiowa.edu/>

The BioVentures Center has free guest Wi-Fi and it is named as UI-Guest2



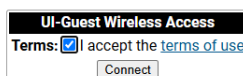
You will be required to

UI-Guest Wireless Access

Welcome to the University of Iowa!

Guests: To access the internet, check the box to accept our terms of use, and then click on the "connect" button.

Students, faculty, and staff: Please use [eduroam](#) for your secure wireless connection.



For assistance, please contact the ITS Help Desk at 319-384-4357.

NOTE: As of 5/19/2026 Guest users have been moved to a new IP address range. If you have issues connecting to University Resources, please contact the ITS Help Desk.

Security Warning:

This is an unsecure wireless network. Information you send through websites or mobile apps might be accessed by someone else.

University of Iowa ITS Policies, Standards and Guidelines can be found at:

<https://itsecurity.uiowa.edu/policies-standards-guidelines>

MFK Account Number

As a tenant of the BioVentures Center, you will sometimes have a need to purchase expendable goods and services from various departments at the University. For this purpose, we have set up a Master Key File (MFK) account for you with the University's business office. You can use your MFK account for the purchase of expendable goods and services items such as office supplies from General Stores, services from ITS, etc. You may obtain the MFK number by request to the office manager.

Here is an example showing the parts that make up a MFK

MFK elements
Select any linked example to read more about the element and view frequently used code numbers.

FUND	ORG	DEPT	SUBDEPT	GRANT/PRGM	INSTACCT	ORGACCT	DEPTACCT	FUNCT	COST CTR
XXX	11	XXXX	XXXXX	XXXXXXXXX	XXXX	XXX	XXXXX	XX	XXXX

If you would like more information about the Master Key File (MFK) you can reference the Iowa CLAS Resource Site:

<https://resource.clas.uiowa.edu/finance/mfk>

Laundry Service

As a tenant of the BioVentures Center you have the option to use the University of Iowa Laundry Services for a fee and will be billed to your MFK.

Another company that provides laundry services in the area is UniFirst, Uniform and Facility Service Solutions. Visit their website www.unifirst.com for more information on getting set up as a vendor.

About UI Laundry Services:

If you choose to use UI Laundry Services, please connect with the BioVentures Center Staff to have an inter-department requestion completed to have your new account created. Once your account is created, you will be assigned a Departmental ID.

UI Laundry Service Billing:

Your company will be billed on a monthly basis; these charges will be billed to your company's assigned MFK account and be included on your BioVentures Center monthly invoice that a sent out.

UI Laundry Service Forms:

When sending items in to be laundered, please complete the UI Laundry Checklist (example can be found on page 20). You must include the following each for each scheduled service: departmental id, lab name and building, department contact and phone number as well as the quantity of items to be washed.

UI Laundry Service Scheduling:

Unless otherwise noted, laundry service picks up items on Mondays and returns items the following Monday. The pickup time is before 8:00am at the west loading dock.

The University of Iowa
LAUNDRY CHECKING LIST

Date _____

Dept. Name _____ Dept. ID# _____

Dept. Contact: _____ Phone No. _____

CORP	FUND	ORG	DEPT	SUBDEPT	GRANT PROGRAM	INST ACCT	ORG ACCT	DEPT ACCT	FN	COST CTR	
XX	XXX	XX	XXXX	XXXXX	X XXXXX XX	XXXX	XXX	XXXXX	XX	XXXX	

In		Code	Item	Out	
Dept. Count	Laundry Check			Laundry Count	Dept. Check
			Coats / Jackets		
			Shorts		
			Scrub Pants		
			Scrub Tops		
			Polyblend Pants		
			Polyblend Shirts		
			Wrappers		
			Ponchos		
			Gowns		
			Goretex Gowns		
			Robes		
			Pillowcases		
			Sheets		
			Mattress pads		
			Blankets / Bedspreads		
			Bath Towels		
			Lab / Kitchen Towels		
			Washcloths / Rags		
			Napkins		
			Table Linen		
			Place Mats		
			Mops		
			FAN - Bar Towels		
			FAN - Grill Pads		
			FAN - Hot Pads		
			Laundry Bags		
			Miscellaneous		

Non-Salaried Complimentary Appointments

As a tenant in the BioVentures Center, you have the option to receive a non-salaried complimentary appointment through the University of Iowa. Complimentary appointments are an affiliation with the University through which the appointee typically provides a complimentary service and receives neither compensation nor fringe benefits. You may request complimentary appointments by sending an email request to Iowa Research Park email research-park@uiowa.edu. More information about appointment guidelines may be found at: <https://hr.uiowa.edu/pay/workforce-operations/hr-transaction-system-guidelines/appointment-guidelines>

Non-salaried complimentary appointments may include:

- Hawk ID
- Self Service Website
- Campus wireless
- ProTrav
- ID card services
 - Library borrowing privileges

More information on obtaining an ID card can be found at:
<https://idcard.uiowa.edu/> or by phone 319-335-2716

Office locations to obtain an ID card include:

UI Service Center: 2700 University Capitol Centre (Old Capitol Mall 2nd Floor above CVS)

Hazardous Waste Removal

The University of Iowa contracts with Environmental Health and Safety (EHS) for the removal of hazardous waste. Hazardous waste removal is located in the east loading dock. If you wish to use the hazardous waste removal services, you must sign a hazardous waste agreement, which will be provided by the Director of Operations. The hazardous waste pickup typically occurs on Mondays.

More information on hazardous waste and the pickup process can be found at the following website: <https://ehs.research.uiowa.edu/>

For pricing and service charges click on the link:

<https://ehs.research.uiowa.edu/ehs-service-charges-businesses-entities-outside-ui>

These charges will be billed to your MFK account.

Lab Close-Out Procedure

Prior to moving out of lab space in the BioVentures Center, written notice must be given to BVC management.

You are responsible for the safe operation of your laboratory. This includes transfer/removal of hazardous material from the laboratory and leaving the space in a clean and safe condition.

Steps to consider for Lab Close-out:

- Transfer/disposal of all chemicals, biological material and radioactive material, including research samples and items.
- Disposal of all hazardous and non-hazardous waste.
- Removal/transfer of equipment.
- A final walkthrough of the space will be completed with BVC staff
- Contact BVC staff to cancel Linde Gas if account is set up.
- Contact BVC staff to terminate any UI Hazardous Waste Management agreements

Miscellaneous

Parking:

Parking in all lots of the Iowa Research Park are free of charge to tenants and their visitors. All unauthorized vehicles parking in handicapped spaces or in no parking zones will be reported to the Coralville Police Department, and a fine will be issued.

Signage:

Signage for each individual company is regulated by the University of Iowa Research Park. Each suite is allowed one sign outside the suite. A logo also needs to be provided to the research park staff for the building directory.

Alcohol Policy

Policy for events involving the service of alcohol:

BioVentures Center

University Policy:

The University of Iowa's policy for serving alcohol at events does not cover buildings owned by outside developers, such as the BioVentures Center. To hold an event involving the service of alcohol, the tenant must hire a licensed catering company after receiving approval from the BioVentures Center.

BBQ Too LLC :

The owner of the BioVentures Center (BVC) building does not have a specific policy for serving alcohol during events held in the BioVentures Center on the University of Iowa Research Park. University subtenants (i.e., Companies leasing space in the BVC) are responsible for all activities involved in events that they sponsor in the building.

Sub-Tenant Responsibility:

It is the responsibility of a tenant requesting approval for an event that includes serving alcohol that a licensed approved catering company is hired. The catering company must have a minimum of \$1,000,000 liability insurance that includes liquor liability. A request (via email) should be sent to the Economic Development Assistant Director two weeks in advance of the event.

Tobacco-Free Policy

The University of Iowa is a tobacco-free facility. Use of tobacco, as defined below, is prohibited in any building, vehicle, or outdoor area owned, leased, or controlled by the University.

- a. For the purpose of this policy, tobacco products are defined as including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA-approved nicotine delivery device.
- b. Use of tobacco products is prohibited in all buildings and vehicles owned or leased by The University of Iowa, regardless of location. This includes Kinnick Stadium and the University of Iowa Hospitals & Clinics.
- c. Use of tobacco products is also prohibited on all University grounds and in any outdoor area controlled by the University. This includes all University parking lots and parking ramps, athletic fields, tennis courts, golf courses, and recreational areas. Use of tobacco products is prohibited inside any vehicle located on such University grounds.
- d. The University owns and maintains a limited number of streets within its campus borders. Use of tobacco products is prohibited on such streets and the adjacent sidewalks. See University of Iowa maps outlining the campus grounds where use of tobacco products is prohibited.
- e. When any person enters the grounds of the University, any tobacco products shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of the University.
- f. This policy does not apply to buildings and outdoor areas of the University of Iowa Research Park that are owned by or leased to private entities, except if those buildings or areas are used for University programs or University employees.

See also: <https://hr.uiowa.edu/tobacco-free-campus-policy>

Emergency Situations and Information

It is the responsibility of the individual tenant/company to create an action plan for emergency situations. The University of Iowa Research Park and BioVentures Center does not endorse any specific plan but can make general suggestions.

BioVentures Center:

For normal business hours (M-F) 8AM – 5PM:

- Call Pat Freilinger with Done Done Services at 319-366-4700

For emergencies after-hours:

- Call : 319-431-0535 (Pat Freilinger Done Done Services LLC. Mobile)
- For additional resources, refer to the University of Iowa's Department of Emergency Management: <http://www.uiowa.edu/critical-incident-plan/procedure>

A few resources available to stay up to date on emergency notifications are the Iowa Hawk Alerts, click on the link for more information:

<https://safety.uiowa.edu/emergency-notifications>

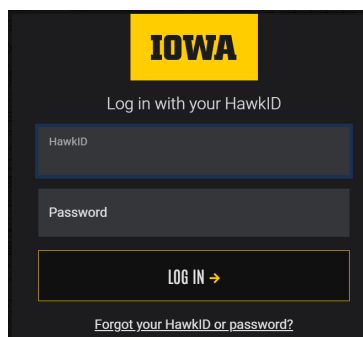
There is also a Johnson County Homeland Security & Emergency Management Agency Mobile App. Scan the QR code to download:



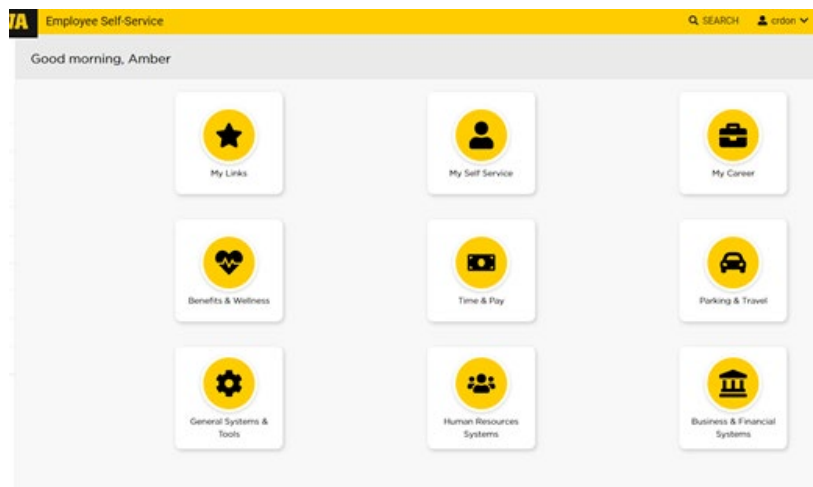
How to use eBuy in Self Service

When placing an order using your complimentary appointment you will login to self service using your personalized Hawk Id. Click on the link to access self service:

https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https://hris.uiowa.edu/portal18/auth/login.php&response_type=code&scope=workflow.api.hris



Once you are logged in you will need to click on Business and Financial Systems



eBuy in Self Service continued

Nest you will select the ePro tab which is highlighted in red.

BUSINESS & FINANCIAL SYSTEMS

Home

Request for GL Chartfields & WhoKeys

ePro (eVouchers, PReqs / Receiving)

AP-PO PeopleSoft

GL Journal Entry

Electronic Financial Reports (EFR) Portal

PayCV (Pay Change Voucher)

Financial Systems Tools

IPlan (Planning & Budgeting system)

\$ FINANCIAL SYSTEMS & FORMS

ACH Authorization Form Approval ⓘ

Annual Financial Sub-certification ⓘ

Bank Website Access Request ⓘ

Cash Handling Procedure Submission ⓘ

Credit Card Merchant Account Request ⓘ

ePro (eVouchers, PReqs / Receiving) ⓘ

Effort Reporting Admin ⓘ

Electronic Payment Notification ⓘ

Endowment Account Request ⓘ

Fleet Services Requisition

PayCV (Pay Change Voucher) ⓘ

ProTrav (Pcard Vouchers & Travel) ⓘ

Request for GL Chartfields & WhoKeys ⓘ

Service Center Survey ⓘ

WhoKey Administration ⓘ

It will take you to the One Stop e-procurement section and you will need to select eBuy.

https://preqs.iuiowa.edu/preqs/home.page

The University of Iowa

One Stop e-Procurement

AP PO Travel

System Messages:

8-19-24 New shopping experience coming August 26 for Pigott in eBuy. It includes a refreshed design and new fulfillment options. Easy ability to order or request quotes for additional products and services. Please do not place any orders through the punchout until the new site is live August 26. Please contact Emily.Berkhoudt@uiowa.edu or Alyssa Davin

eVoucher

Non-Services

- Memberships
- Prepayments < \$3000
- Reimbursements
- Utilities
- Refunds
- Subscriptions
- Research Subjects

Services

- Award
- Stipend
- Royalties
- Guest Speaker
- Transcription
- Consultant
- Musician/Performer
- Peer Reviewer

PReqs

- University Contracts
- Catalog Orders
- Goods and Services
- Equipment
- Request for Quotations
- Maintenance
- Vendor requires purchase order
- Prepayments > \$3000
- Subcontracts

eBuy

An eProcurement solution providing a connection to primary suppliers

Receiving

An Administrative function that involves checking the quality, quantity and condition of the incoming goods. The Receiver should compare the received items with the original purchase request to ensure the correct item is received.

ProTrav

- Low dollar Goods \$5,000 or less
- Travel Related Expenses

[Do I fill out a Requisition or an eVoucher? I'd like help.](#)

This will bring up all of the vendors that you are able to shop with. You will click on the company that you are placing your order with.

eBuy in Self Service continued

Starting August 26 for Pigott on eBuy. It includes a fulfillment options. Easy ability to order or request quotes services. Please do not place any orders through the August 19 until the new site is live August 26. Please email ly.berkhoudt@pigottnet.com or Alyssa Davin if you have questions and orders needed.

Business will be the University of Iowa's preferred source for office supplies will continue to be placed through Amazon. This change will streamline purchasing, increase visibility and better reporting on office supply purchasing.

Amazon will replace our previous supplier agreement, and on available on eBuy. Although ODP will still fulfill orders purchases of office supplies should be made through the University.

Items on eBuy and are delivered by UI General Stores. Delivery method to select for all University of Iowa orders. Unless urgent, please select "Dedicated Delivery"

Dedicated delivery is the delivery option that palatizes orders all location at General Stores. This is the same delivery method ODP. It is the most economical and eco-friendly option. Please select dedicated delivery for applicable orders.

Click for "dedicated delivery" on Prime-eligible items delivered by General Stores printer, toner, and more, which are indicated by the "Custom

top brands and top-selling products \$ 200 Business customer service team

Computer



Furniture and Office Supplies



Lab Supplies



MRO/Facilities

Once you are finished, you will then select the check out tab, this will bring up a section with an option to Submit order for approval.

amazon

Checkout (1 item)

1	Group	University of Iowa Jaggaer Punchout (The University of Iowa)	Change
2	Business order information	Disabled	
3	Shipping address	The University of Iowa SHIP TO ADDRESS TO BE ADDED IN PREQS 2222 OLD HIGHWAY 218 S IOWA CITY, IA 52242-1602	Change
4	Payment method	Add a promotional code Enter code Apply	Change
5	Review items and shipping		

Checkout defaults have been set for this order

☐ Your order is ready to be placed. Select this option if you would like to remove your defaults for your next order. Admin defaults will remain the same.

This order requires approval.

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Estimated Delivery: Depends on Approval For example, if approved now: Thursday, Sept. 19
Items shipped from ODP Business Solutions

Boise® X-9® Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams
\$55.99

Choose a delivery option:
☒ Thursday, Sep 19 - Monday, Sep 23
FREE Arranged Freight Delivery
The carrier will contact you by phone (555-555-5555) or by email [Change](#)

Submit order for approval

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and Amazon's [privacy notice](#).

Order Summary

Items:

\$55.99

Shipping & handling:

\$0.00

Total before tax:

\$55.99

Estimated tax to be collected*:

\$0.00

Order total:

\$55.99

How are shipping costs calculated?

Why didn't I qualify for Prime Shipping?

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eBuy in Self Service continued

After your order is submitted for approval, you will need to “Assign Cart”

Click on the Assign Cart tab

It will then bring up “Assign Cart To” and you will need to click on the search hyperlink

eBuy in Self Service continued

You will need to assign the cart to: Evan Hood. Type in the name and it will populate an option to select.

User Search

New Search

Name ↑	User Name	Email	Phone	Action
Hood, Evan M	evhood	evan-hood@uiowa.edu	+1 319-335-0614	+ Select Evan M

Close

After the cart is assigned, you will need to add a “Note to Assignee”, this is where you will enter your MFK that your order will be charged to, you will then need to click on the “Assign” button.

Assign Cart: User Search

Assign Cart To:

no value
or [SEARCH](#)

Note To Assignee:

Note To Assignee:

Assign

Close

You will receive the cart assigned with the cart number and details.

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

🔍

🟢 Cart Assigned

Cart Summary

Cart number	191852550
Cart name	2024-09-17 crdon 01
Cart total	55.99 USD
Number of line items	1

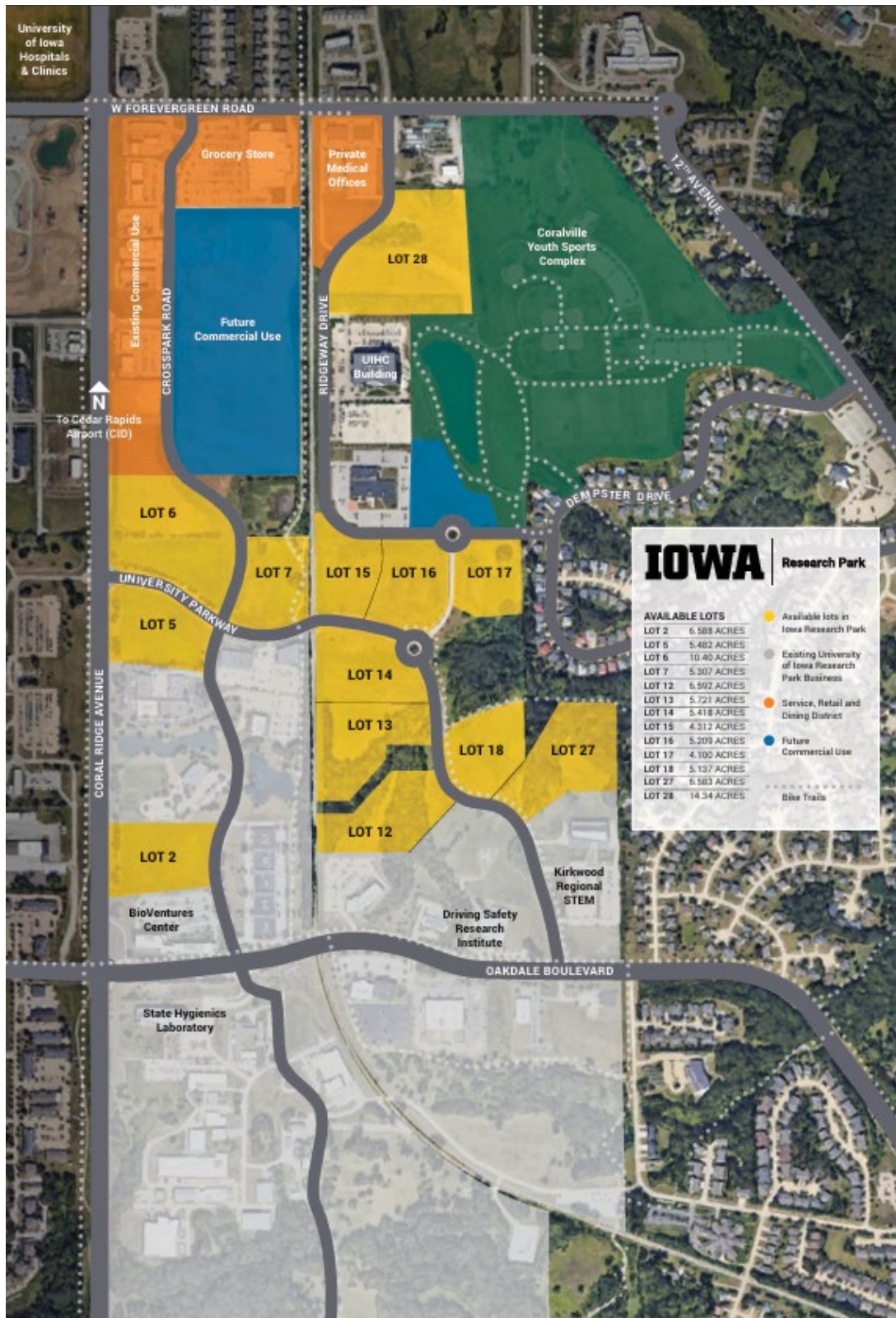
Options

Create new draft cart

Recent orders

Return to your home page

Iowa Research Park Map



Tenant Move In Checklist

As a Tenant of the BVC please make sure you have the following:

- Provide proof of insurance (COI)
- Provide a list of company employees that will need to have BVC card access.
- Provide a list of company employees with emails to be added to the BVC and Research Park email communications.
- Provide your company's emergency contact
- Set up your monthly rent payments via ACH. UI Banking information for ACH can be found on page 3 of this handbook.
- Provide your business logo and website for the BVC Staff to be added to the Iowa Research Park website and for BVC building marketing.
- Update your business mailing address through USPS
- Complete a walk through your leased space to ensure that everything is in working order.
- Report anything that needs to be repaired, and report any damage that you find prior to moving in.
- Determine your data provider for phone and internet if it is needed.
- Determine if you will need a non- salaried complimentary appointment (Hawk ID)
- Tenant company name and logo listed on the Research Park website
- Pick up your USPS keys
- If an MFK is needed, please make sure it is requested to BVC staff.

For Lab Tenants:

- Determine if gas is needed, complete Linde Gas application
- Determine if Hazardous Waste Management services are needed, coordinate with BVC staff to get set up.
- Contact EHS for labels for Hazardous Waste Management Services

Tenant Move Out Checklist

As no longer being a Tenant of the BVC, please be aware of the change of benefits and make sure to do the following:

- Provide all the BVC access cards that were assigned.
- Turn in all your office/lab keys
- Return your USPS mailbox key
- You will be removed from the BVC and Research Park email communications.
- Plan with Stephanie to ensure your rent balance is paid in full.
- If an MFK was assigned, make sure your balance is paid in full.
- Your business logo and website will be removed from the Iowa Research Park website and from the BVC building marketing.
- Update your business mailing address through USPS and put in a change of address.
- Request a disconnection of your data provider for phone and internet if service was provided.
- Cancel all non-salaried complimentary appointment (Hawk ID)
- Tenant company name and logo listed on the Research Park website will be removed.
- Complete a final walk through your leased space to ensure that everything is in working order.
- Report anything that needs to be repaired and report any damage that you find prior to moving out.

For Lab Tenants:

- Cancel Linde Gas if account was set up.
- Determine if Hazardous Waste Management services are needed, coordinate with BVC staff to get set up.
- Contact BVC staff to terminate any Hazardous Waste Management agreements.

Acknowledgement of Policies

Tenant Handbook Acknowledgement Letter

[Company Name]

Date: [MM/DD/YYYY]

To: [Tenant's Name]

Dear [Tenant],

This letter confirms that you have received a copy of the **[Company Name]**
Employee Handbook.

The handbook contains important information about our policies, procedures, benefits, and expectations.

By signing below, you acknowledge that:

1. You have received the handbook on **[Date]**.
2. You understand it is your responsibility to read and familiarize yourself with its contents.
3. You agree to comply with the policies and guidelines outlined in the handbook.
4. You understand that the handbook is not a contract of employment and may be updated at the BioVentures Center staff to provide the most current and accurate information.

If you have any questions regarding the handbook, please contact **Stephanie Dengler or Amber Cardona.**

Thank you for your attention and commitment to upholding our workplace standards.

Sincerely,

Name: _____

Signature: _____

Acknowledgement of Receipt

I, _____ acknowledge that I have received a copy of the **Iowa Research Park/BioVentures Center Tenant Handbook** on _____ and understand my responsibility to read and comply with its contents.

Tenant Signature: _____ **Date:** _____