Export Control Background
for Requisition Masters and P-Card Holders

In the course of business, faculty, staff and students are likely to encounter federal regulations that impose restrictions on the “transfer of items and information regulated for reasons of national security, trade sanctions policy, anti-terrorism, or non-proliferation.” These regulations are called U.S. export control regulations.

For those of us who requisition items, services and materials or buy them directly with purchase cards the primary impact of these regulations is this:

1. Every foreign vendor we plan to buy from should be screened. If the firm has a U.S.-based division, then arrange for them to fulfill your order, if possible.

2. Some service contracts involve shipping out of country for maintenance/repair. Depending on the country and the item, these contracts may need licenses in advance, as well as other arrangements specific to shipping to pass through customs heading to the foreign provider and to come back into the U.S.

Restricted Party Screening (RPS)

To have a supplier/vendor screened for possible export control restrictions, provide the same information as for registering the vendor:

Company name Address (street and city) Country name
Website if known Requisition # or last 4 digits of pcard

Once the RPS is complete, you will be emailed the result and buyers@isu.edu will be copied. If the vendor’s status changes, ECO receives a notice and will update Purchasing to prevent future purchases.

CONTACT: Robin Wilson, Research Compliance Analyst at (208) 282-1336
Or Deb Easterly, Export Control Officer at (208) 282-2618
Please use only the Export Control Office email: orexpctr@isu.edu

Look also for a Restricted Party Screening request form on the Export Control webpage.