

## **Office of Research Administration**

### **Purchase Requisition & Purchase Order Approval Process**

#### **1. Overview**

Purchase Requisitions and Field Purchase orders are sent to the Office of Research Administration as part of the approval for setting up a Purchase Order for subcontracts and equipment and other supplies, or paying a Field Purchase Order. The purchase requisition is initiated by the ordering department.

Each grant administrator is responsible for approving purchase requisitions and field purchase orders for the departments for which they are responsible.

#### **2. Approval Process for Purchase Requisitions on Subcontracts**

The grant administrator will review the fund for:

- Fully executed subcontract agreement
- Period of Performance
  - The fully executed subcontract period of performance must be within the period of performance of the agreement.
- Balance available:
  - Funds must have been budgeted for subcontracts with the first \$25,000 of each subcontract amount capturing CSM indirect costs on the subcontract. The remaining monies over \$25,000 on the subcontract, if any, are exempt from IDC calculation.
- If the review meets the above criteria, the grant administrator signs and dates the purchase requisition and returns it to the purchasing department for assignment of a purchase order number.

#### **3. Approval Process for Purchase Requisitions on Equipment**

The grant administrator will review the fund for:

- Period of Performance
- Balance Available
- Federal and Federal Flow-through funds:

- Allowability according to OMB circular A-21: Reasonable, allocable and consistent.
- Non-Federal funds:
  - Compliance with agreement terms and conditions.
- Special conditions requiring sponsor prior approval of purchase of equipment
- Compliance with CSM's Property Manual
- If the purchase requisition is in compliance with sponsor terms and conditions regarding equipment purchases as well as meets the above criteria, the grant administrator signs and dates the requisition and returns it to the purchasing department for assignment of a purchase order number.

#### **4. Approval Process for Field Purchase Orders**

The grant administrator will review the fund for:

- Period of Performance
- Balance Available
- Federal and Federal Flow-through funds:
  - Allowability according to OMB circular A-21: Reasonable, allocable and consistent.
- Non-Federal funds:
  - Compliance with agreement terms and conditions.
- If the field purchase order is in compliance with sponsor terms and conditions and meets the above criteria, the grant administrator signs and dates the field purchase order and returns it to the purchasing department for processing.