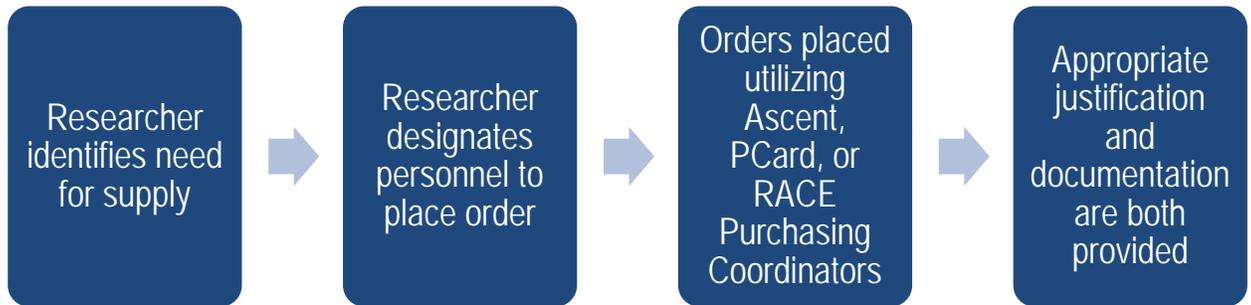




Thomas Jefferson University
 Research Administration Center of Excellence
 Standard Operating Procedure

Title of SOP: Procurement	Effective Date:
	Version Number: 2
Approved By:	Last Updated: September 2019

I. PI Road Map



II. Description and Purpose

There are three options for making purchases against sponsored sources. Which option(s) you choose may depend on your department's policies and practices. Please check with your departmental administrator. Please note that for all methods, we are shifting to electronic documentation. Effective September 1, 2014, RACE will only accept scanned or electronic documentation (RacePurchases@jefferson.edu).

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI or Designee	a. Uses a PCard to make the purchase <ul style="list-style-type: none"> i. Obtains confirmation / invoice of the order ii. Receives goods and obtains proof of delivery iii. Reviews the transactions and indicates desired funding source iv. Provides justification for said funding source v. Scans and forward documentation to RacePurchases@jefferson.edu vi. Prints out order detail vii. Provides order confirmation and proof of delivery viii. Documents PI authorization b. Uses Ascent to make the purchase. <ul style="list-style-type: none"> i. Uses eProcurement system to route purchase. ii. Provides justification in the comments box including: lab name, allocation method, reference quotes. c. Uses RACE purchasing team <ul style="list-style-type: none"> i. Completes Requisition Form and Emails to RacePurchases@jefferson.edu ii. The invoice and the packing slip should be sent to the RACE Purchasing Coordinators in order to maintain an auditable file



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RACE Purchaser	a. Reviews and processes purchasing requests <ul style="list-style-type: none"> i. If received before 3 pm, processes that business day. ii. If received after 3 pm, processes by noon on the following business day b. Attaches the purchasing confirmation documentation within Ascent <ul style="list-style-type: none"> c. Monitors the order to ensure it is processed through completion
RACE Grants Administrator	a. Approves purchasing transactions <ul style="list-style-type: none"> b. Resolves disputes regarding purchases against sponsored accounts

V. Procedure

A. Using a PCard

1. University PCards are credit cards that can be used for purchases under \$2,500 by the PI or designated purchaser. For details on the University program, please see the P Card Policy.
2. PCards are separated into two main types:
 - a. PCards used for sponsored transactions: These cards have been identified by departments and have different review/approval requirements. If you have a question about which P cards are available for purchases on sponsored accounts, please contact your department administrator.
 - b. PCards used for non-sponsored transactions: These cards continue to be reviewed and approved by departments as before. If you have a question about which P cards are available for purchases on non-sponsored accounts, please contact your department administrator.
3. To place a PCard transaction against a sponsored account, the PI or authorized purchaser may:
 - a. Place the order with the vendor using a PCard designated for sponsored sources.
 - b. Obtain a confirmation/invoice of the order (e.g., confirmation e-mail).
 - c. Receive goods and obtain proof of delivery (e.g., packing slip).
 - d. In the PaymentNet system, review the transactions and indicate the desired funding source and provide a justification in the comments section. *This is critically important as it allows the Grants Administrators to review the charges. It is requested that the review process occur weekly in order to expedite the approval process.* Justification must include:
 - i. Lab name
 - ii. Allocation method with grant identifier or grant title (keywords)
 - iii. Any reference quotes
 - iv. Examples:
 - "For PI lab; allocation based on experimental design [Federal ID number]"
 - "For PI lab; allocation based on lab's FTE"
 - "For PI lab; allocation based on experimental design; 50% to [Federal ID number] and 50% to [Foundation Identifier]"



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- e. Scan and forward documentation to RacePurchases@jefferson.edu
 - i. Printout of Order Detail screen from PaymentNet
 - ii. Order confirmation
 - iii. Proof of delivery
 - iv. Documentation of PI authorization (e.g., departmental PCard form, e-mail authorization)
 - f. RACE Grants Administrators will approve transactions and work with PIs and departmental administration to resolve any questions.
 - g. RACE Grants Administrators will run a monthly transaction detail report in Payment Net in order to maintain record justifications for transactions.
4. Additional Guidelines
- a. Reviewing transactions and entering justifications can be done any time after the transaction posts. We highly recommend that the Reviewer does this on a weekly basis.
 - b. Digital copiers can be programmed with the RACE purchases e-mail address, so documentation can be sent directly from the copier. RACE does not require a specific naming convention for documentation.
 - c. Documentation can be sent as it is received or after all documents have been obtained.

B. Using Ascent

- 1. The PI or authorized purchaser may use the University's eProcurement system (Ascent) to place orders. They may continue to do so. The system has been configured to route purchases against sponsored sources to RACE for review and approval. For users who are trained in the system, place orders against sponsored charges as usual. The only change is that the "comments" box must be filled in by the Requisitioner to provide the justification and allocation of the purchase. This is required for RACE Grants Administrators to approve the transaction.
- 2. To include in the comments box:
 - a. Lab Name
 - b. Allocation method with grant identifier or grant title (keywords)
 - i. "For PI lab; allocation based on experimental design [Federal ID number]"
 - ii. "For PI lab; allocation based on lab's FTE"
 - iii. "For PI lab; allocation based on experimental design; 50% to [Federal ID number] and 50% to [Foundation Identifier]"
 - c. Any reference quotes
- 3. Additional Guidelines
 - a. RACE is not placing the order directly with the vendor. Purchase orders are still issued by Supply Chain Management.
 - b. Departments initiating their own Ascent purchases do not need to send Proof of Delivery documentation to RACE.



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C. Using RACE Purchaser Services

1. As part of the new Research Administration Center of Excellence, we will be providing purchasing services should your department choose to use it. This service is optional for departments, and faculty who currently use PCards or Ascent may continue to do so.
2. To place an order against a sponsored account:
 - a. The PI or authorized purchaser should complete the Requisition Form. This form can also be found on our [RACE Website](#).
 - b. If the purchase is split between a grant and non-grant (departmental account), the PI or authorized purchaser should obtain the department's approval (via signature or e-mail approval) prior to submission to RACE.
 - c. The completed Requisition Form should be sent via e-mail to RacePurchases@jefferson.edu.
 - d. The RACE Purchasing Coordinators will process all purchasing requests received by 3 pm that business day. If forms are received after 3 pm, they will be processed by noon the following business day.
 - e. The RACE Purchasing Coordinators will attach the purchasing confirmation documentation within Ascent and monitor the order to ensure it is processed through to completion.
 - f. Once the item is received by the requestor, the invoice and packing slip should be sent (via scan or hard copy) to the RACE Purchasing Coordinators so they can maintain the auditable file.
3. Additional Guidelines
 - a. In Ascent: RACE is not placing the order directly with the vendor. Purchase orders are still issued by Supply Chain Management.
 - b. Using P Cards: RACE is placing the order directly with the vendor, however when RACE processes the order, the department must forward invoices and receipt confirmation to RACE.

VI. Enabling Tools and Technology

- A. PCard- credit card used to make purchases under \$2,500
- B. Ascent- the eProcurement system at TJU
- C. Requisition Form – can be accessed on the [RACE Website](#) Forms Page