

GRANT/PROJECT PROCUREMENT GUIDELINES

The following guidelines have been developed to assist grant/project Managers in assuring purchases made using grant or project funds are completed within the allowable timeframes as established by the issuing agencies.

The timeframes reflected below are **MINIMUM** timeframes. Where practicable, grant/project Managers are encouraged to establish their own, earlier deadlines for the submission of requisitions.

Purchases \$25,000 and above

For any purchase whose estimated cost is \$25,000 and above - the requisition must be entered into S.A.P. and fully released no later than sixty (60) calendar days prior to the end of the grant/project period. This will allow sufficient time for completion of the formal procurement cycle – including solicitation of bids, receipt of materials or services and payment of invoices.

Purchases between \$1,000.00 and \$24,999.99

For any purchase whose estimated cost is between \$1,000 and \$24,999.99 – the requisition must be entered into S.A.P. and fully released no later than forty-five (45) calendar days prior to the end of the grant/project period. This will allow sufficient time for completion of the informal procurement cycle – including solicitation of quotations, receipt of materials or services and payment of invoices.

Purchases below \$1,000.00 *

For any purchase whose estimated cost is below \$1,000 – the requisition must be entered into S.A.P. and fully released no later than twenty (20) calendar days prior to the end of the grant/project period. This will allow sufficient time for conversion of the requisition to a purchase order, order fulfillment by the vendor and payment of invoices.

* **NOTE:** Grant/project requisitions that are not fully released by twenty (20) calendar days prior to the end of the project period will be cancelled from the System.

There may be instances when circumstances beyond the control of the grant/project Manager prevent a requisition from adhering to the established timelines. On such occasions, the grant/project Manager may appeal to the Grant Officer and the Purchasing Services Director who can jointly allow exceptions. Request shall be sent via e-mail to the Grant Officer and if approved, the Grant Officer will forward request to the Purchasing Services Director. Approval of exceptions or rejection of request shall be in writing by both officials.

GRANT/PROJECT MANAGER RESPONSIBILITIES

1) Release Strategies

Grant/project Managers shall monitor the Release Strategy process of their requisitions to assure releases are completed in a timely manner. Release Codes and the authorized individuals are:

01 = Principal/Department Head

02 = Budget – Kayleigh Neleson 390-2552

03 = Career & Technical Education – Louis Simmons 924-3470
ext 2347

04 = Project Manager (see attached list)

05 = Various - Material Group Related (see attached list)

06 = Property Records - Pat Moody 858-1415

07 = Minority Business Affairs - Beth Tramel 858-4860

08 = Safety Department - Robert Stratton, 858-1934 (see attached list for material groups)

10 = Textbook Services – Kathy Parker 348-3674 or
Mary Willbright 348-3677

2) Delivery Statement

Grant/project Managers shall assure that all requisitions include the following statement, “*All items on this purchase order must be delivered and invoices received by [end of project period] or items not delivered and invoiced will be canceled from purchase order.*” This statement should appear in line item 1, after the item description.

3) Goods Receipts

Grant/project Managers shall assure that goods receipts are entered into the System immediately upon the receipt of materials or services. However, goods receipts are **NOT** to be entered prior to actual receipt of the materials or services.

4) Cancellation of Purchase Orders

It is the responsibility of each grant/project Manager to continually monitor all grant/project fund obligations and purchase orders.

No later than fifteen (15) calendar days after the end of the grant/project period, grant/project Managers shall generate and submit to Purchasing Services lists of all outstanding purchase orders, identifying the items for which goods receipts will not be entered. Grant/project Managers are responsible for communicating with appropriate departments/schools and viewing the SAP screens to ensure all purchase orders have goods receipts, invoice receipts and remittance for all items received within the grant/project period prior to submission of the list of outstanding purchase orders to be cancelled.

5) Receipts after the grant/project period

IF THESE PROCEDURES ARE NOT ADHERED TO AND ITEMS ON A PURCHASE ORDER ARE RECEIVED AFTER THE FINAL GRANT/PROJECT CLOSE OUT DATE, IT WILL BE THE RESPONSIBILITY OF THE ORIGINATOR TO FIND AN ALTERNATE FUNDING SOURCE FOR PURCHASE ORDER PAYMENT.