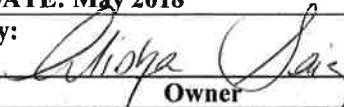
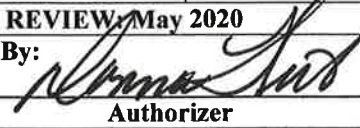
		<h2>INTERFACE CONTROL DIRECTIVE</h2>	
PROCEDURE FOR:		Purchase Orders	
PROCEDURE NO.: BRINM-ICD-102		REV. NO.: 2	PAGE: 1 of 7
ISSUE DATE: May 2018		DUE FOR REVIEW: May 2020	
Issued By:  Owner		Approved By:  Authorizer	

1.0 SCOPE

This interface control directive (ICD) applies to all Biomedical Research Institute of New Mexico (BRINM) operations. ICDs provide instructions for all program personnel, including principal investigators (PIs) and contract personnel, needed to meet BRINM's mission, operations, and regulatory requirements. This ICD describes BRINM's process for initiating purchase orders to support its mission and projects.

BRINM's processes have been designed to meet the requirements of Generally Accepted Accounting Principles (GAAP), the appropriate provisions of the Federal Acquisition Regulations (FAR), and Office of Management and Budget (OMB) Uniform Guidance 2 CFR 200.

2.0 Definitions

Accounts/Projects – These terms will be used synonymously throughout this ICD.

Code Mask refers to an ID system of assigned accounts for use by each project in the Great Plains software Chart of Accounts.

Cooperative Research and Development Agreement (CRADA) refers to an agreement between a federal research organization and one or more federal or non-federal parties to work together as partners on a research project of mutual interest.

Great Plains (GP) refers to an accounting software program used by BRINM for their accounting procedures.

Research and Development and Information System (RDIS) refers to a Veteran's Administration (VA) report required for all BRINM research projects.


3.0 PROCEDURE

This ICD describes BRINM's process for Purchasing products, services, and materials in support of its mission. Each purchase is justified by its relation to research and education. The justification for each purchase is documented. BRINM retains in its files a copy of each contract and agreement signed by the NPC. NPC has a policy on solicitation and evaluation bids from vendors, and selection of vendors.

3.1 General

The purchasing process starts when BRINM receives a purchase request (PR) for products, services, or materials. The BRINM purchasing agent determines the appropriate purchase type and method and the process continues until all the purchases have been received, inspected, and the resulting payable entered into GP. BRINM's purchase order process is displayed in Figure 1.

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PROCEDURE FOR: Purchase Orders			
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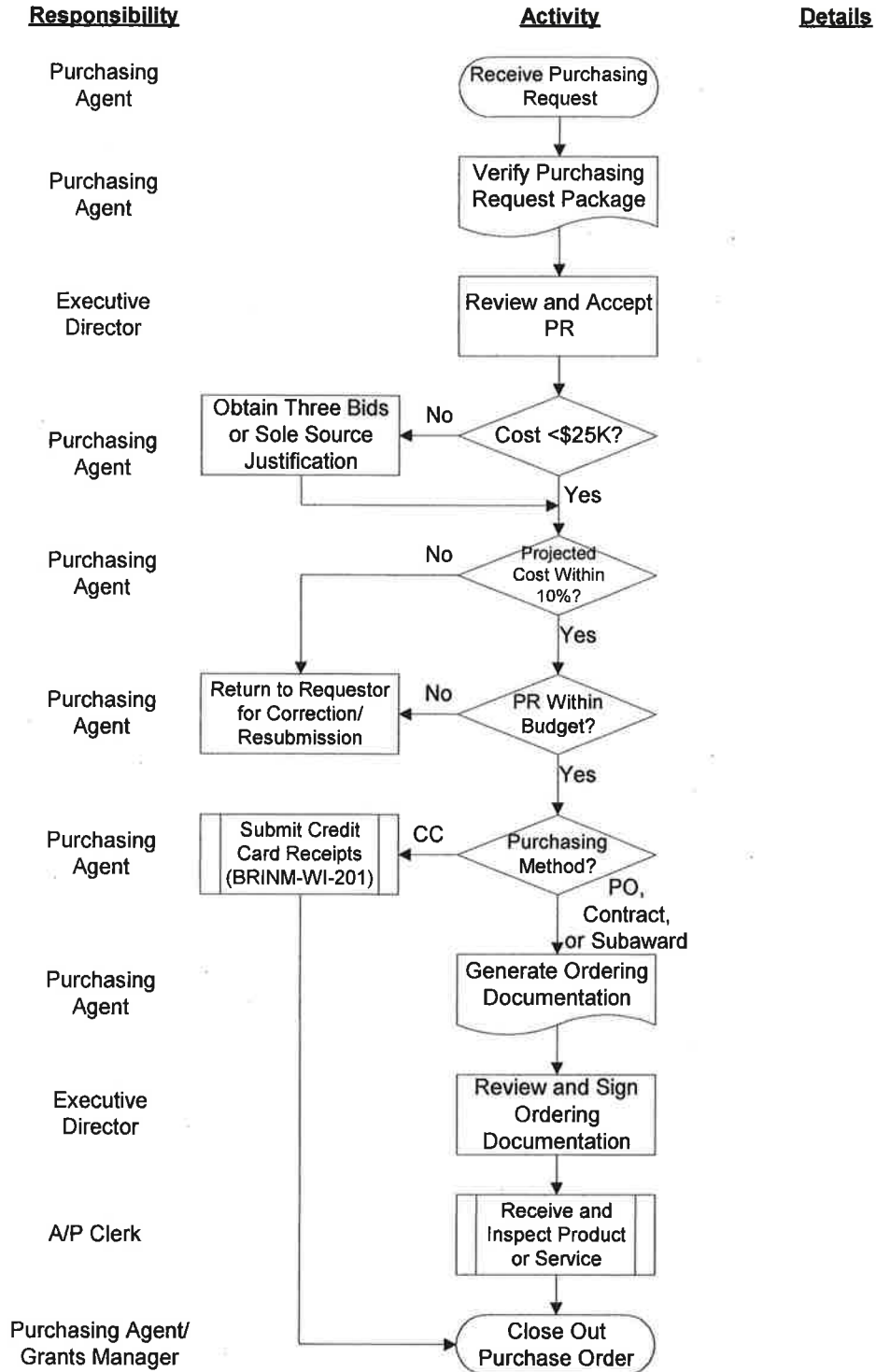


Figure 1 – BRINM Purchase Order Process

BRINM Proprietary Information



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3.2 Purchasing Request

The ED reviews and approves all purchases greater than \$2,000; in the absence of the ED, the assistant director may approve purchases. Once a PR has been initially reviewed and accepted by the ED (if required), the purchasing agent processes the PR.

Note: All purchases of IT items, equipment, and furniture MUST be purchased by BRINM! BRINM WILL NOT reimburse the cost of any IT items, equipment, and furniture purchased outside of the BRINM process (i.e., directly by a principal investigator (PI)).

3.3 Purchasing Request Package

Whenever a PR is received, a Purchasing Request Package must be included and a formal approval process is followed. The purchasing agent verifies that the PR Package must include the following:

- BRINM-SOP-200 Form 1, Purchase Requisition form (see Attachment 1)
- Research or education justification
- Estimated cost and quantity
- Technical or Performance requirements
- If the purchase request value is greater than \$25,000, the requester should identify three potential sources or sole source justification

3.4 Purchases Requiring Bids

PRs exceeding a value of \$25,000 require obtaining three bids. If the bids obtained by the purchasing agent are within 10% and the PR is within budget, the purchasing agent submits the PR Package to the ED for review. The GP software will automatically determine whether the PR is within the appropriate line item as well as the total project budget. If the PR is outside the budget, the software will deny the purchase.

If the PR fails either the 10% or the remaining budget tests, the purchasing agent submits an e-mail explanation for the rejection to the requestor. The requestor then must provide additional information or cancel the request.

3.5 Purchasing Method

After the ED reviews and accepts either the administrative PR or the completed PR package, the purchasing agent determines the appropriate purchasing method. BRINM uses the following methods for purchasing:

- Purchase order (PO), contract, or sub-award
- Credit card (CC)

3.5.1 Credit Card (CC)

To be eligible for purchasing on a credit card, the purchase must meet one of the following criteria:

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- The purchase must be for a value less than \$100
- The selected vendor does not accept POs
- This is an initial purchase for this vendor and BRINM needs to set up credit
- The purchase is for travel fees or conference fees

3.5.2 Purchase Order (PO), Contract, or Sub-award

The purchasing agent generates POs for approved PRs. The ED or assistant director must review and sign each completed PO before it can be issued to a vendor

3.6 Receiving Inspection

Products and materials may be received based on their preservation requirements or receiving location as follows:

- Off-site drop shipments sent directly to requestor
- Shipments received on-campus at Building 14 (BRINM Main Office) or Building 66 (the Research Administration Office)

For off-site drop shipments or large equipment deliveries, the receiver/inspector is responsible for inspecting all products and materials and notifying BRINM of successful receipt. BRINM-SOP-210 Form 1, Receiving and Incoming Inspection Report (see Attachment 2) must be completed to process the received products and materials including:

- The process for verifying quantity against the requirements stated in the PO
- Notifying the requestor to pick-up the shipment
- Handling returns for nonconforming products or materials


Note: a copy of the packing slip may be attached in lieu of completing the individual line items.

4.0 PROCESS RECORDS

Records generated provide solid data to ensure that required processes or sub-processes, as described in this ICD, have been effectively completed. The following documents described in Section 3 comprise process records that need to be maintained in accordance with either the applicable OMB Circular A-110, Section 53 provisions or the stated contractual requirements, whichever are more stringent:

- Completed PO package, including attached PR and PR Package (if appropriate)
- Copies of vendor bids
- Copies of receiving inspection and shipping documents

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5.0 EXCEPTIONS

There are some types of BRINM purchases that do not follow this process or do not require individual PRs or POs. Other types of purchases are dealt with in separate procedures such as:

- Travel advancements and reimbursements (BRINM-ICD-112)
- IT purchases (there is a separate process for VA principal investigator (PI) IT purchases)

6.0 REFERENCES


BRINM Handbook

BRINM NPC Checklist

BRINM-ICD-112, Interface Controls for Travel

Federal Acquisition Regulations, Applicable Sections

Office of Management and Budget Uniform Guidance 2 CFR 200.

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Attachment 1, Example Purchase Requisition



1501 San Pedro SE, Bldg 14 (151)
 Albuquerque, NM 87108
 Voice: 505-260-1033 Fax: 505-256-5467

PURCHASE REQUISITION

Attention: BRINM

Purchase requisition date: _____ Project # _____

Vendor Name: _____

Address: _____

Ship to address: _____

Bill to address: Biomedical Research Institute of New Mexico
 1501 San Pedro SE, Bldg. 14 (151-B)
 Albuquerque, NM 87108

Quantity	Catalog #	Description	Unit Price	Total
			TOTAL	\$

This purchase request is for or has biohazard materials. Yes No
 Signatures Required:

Ordered By: _____
 Contact Info: _____
 Research Justification: _____

