

Sponsored Programs Procurement Process for Pre-Order lab supplies

As UMU begins the phasing in of its research activities that were closed due to the coronavirus disease 2019 (COVID-19) pandemic, researchers will be preparing their labs for much needed supplies. There are vendors that are advising that items be pre-ordered to avoid availability issues or delayed shipping. We will be allowing these pre-orders to be placed on sponsored programs awards.

In order to protect your research and your grant funds we ask that you follow the steps below to ensure the costs are allocable, allowable, and reasonable. This will ensure that sponsors and/or auditors do not dismiss these charges.

STEPS:

- 1) Ensure orders can be completed once shipping dates are provided by your lab. Items need to be available and shipped when requested.
- 2) Understand when vendors expect payment and when the charge will hit your grant. It is preferred that payment is made once items are received. If a vendor requires payment prior to shipment please document that on your requisition. If prepaying, there is very little recourse if items are delayed or on back order. This could cause costs to be unallowable if they do not fall within the active award period. (Something in writing from the vendor requesting pre-order and payment should be included when submitting the requisition).
- 3) Request a specific quote or code for the pre-order and include in the requisition when submitting. This quote or code can then be referenced by both the buyer and vendor. Once the order is placed the vendor can then coordinate the shipment directly with the lab staff.
- 4) If a vendor requires pre-payment, the buyer will pay using his/her campus credit card. This might offer some recourse if a vendor can't deliver when needed. When completing the requisition, we ask that you put in the comments section "**Pre-Order Credit Card Only**"
- 5) All pre-order requisitions will be reviewed by Sponsored Programs-Post Award to ensure allowability, proper documentation and funding availability.
- 6) Once pre-orders are complete, lab staff will then be required to coordinate the shipping dates with the vendor. The buyers will not have the ability to anticipate and/or manage shipping dates.



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- 7) If items are going to be sent to central receiving and require special care/refrigeration PIs should be contacting central receiving to ensure they can handle the shipment needs.

- 8) When items are received it will be the responsibility of the PI to ensure that Accounts Payable receives the receiving slip. This is required to complete the payment process and will be needed in the event of an audit. All receiving slips can be sent to Sandy Mascari @ mascaris@upstate.edu

Any questions can be directed to Gina McMahon, Director of Sponsored Programs Post Award/Deputy OM at mcmahong@upstate.edu