

RF Procurement & Travel

Purchasing

The Research Foundation must ensure that all expenditures comply with sponsor, Research Foundation, and campus guidelines. In addition, in accordance with federal requirements all expenditures must be reasonable, allowable, and allocable to the sponsored project. The roles of purchasing and accounts payable staff are to assist project staff with the purchase of necessary project items and equipment at the best price possible; establish quality relationships with suppliers that will meet project needs; and get goods, products, and services to project staff as quickly as possible. We also ensure funds are available to support the purchases.

Discuss and decide on procurement and check for appropriate spending per your grant.

Check for available funding in RF Oracle.

Create a purchase requisition, filling out all required areas (please see attached sample req).

- *Generally speaking, RF procurement will mirror the State procurement procedures and policies, as well as thresholds.*
- When necessary to obtain a Quote/Proposal/Estimate, be certain to include with Requisition, and the Bill-To and Ship-To addresses read as:

Bill-To:

Research Foundation
at SUNY Canton
Business Office – FH 200
34 Cornell Dr.
Canton, NY 13617

Ship-To:

Research Foundation
at SUNY Canton
Receiving
34 Cornell Dr.
Canton, NY 13617

Purchase Requisitions

Every time a purchase is needed, the principal investigator or designee needs to complete a Purchase Requisition form. The following information needs to be included on the Purchase Requisition:

- Req. # - Start with the award number then – 01, 02, 03, etc. An example using the sample Purchase Requisition form is 77777-01.
- Requisition Date
- Supplier name, Address, Website, Phone Number, and Email (if available)
- Name of the person it should be sent to
- PATEO
- Requisitioner and extension
- Type (i.e., GNS, EQP, SUP, etc.) and Category
- Item-can be attached (i.e., a prepared Quote or Estimate)
- Quantity, Unit, Unit Price, Total

Included is a sample Purchase Requisition that you can use as a guide. Once the requisition is completed, the principal investigator needs to sign.

The following are expenditure types:

- SUP = if ordering materials that come to less than \$5,000
- EQP = if ordering materials that come to more than \$5,000
- GNS = general
- FPS = stipends
- RCH = recharges, i.e., telephone bill, postage
- TRV = travel, which will be used on the Travel Payment Request form

Gaining Approvals for a requisition:

→Requestor

→Principal Investigator signature

→Grants Director (B. Rohr-Adams) signature

→Operation Manager (S. Miller) signature

Requisition will then be ordered/paid via:

1. Sent to A/P (D. Keith) for payment/vouchering as a confirming order.
 - a. *This is sometimes frowned upon as a confirming order generally means something has been ordered pre-approval.*
 - b. *Exceptions to this guideline would be extenuating circumstances where a verbal or email approval was given by Grants Director (B. Rohr-Adams) or Operations Manager (S. Miller); proper signature MUST ultimately be gained.*
2. Ordered/Purchased with Procurement's (B. Martin/M. Warren) P-Card.
3. Turned into a Purchase Order, and processed once the order is received/complete and invoiced to A/P or Procurement's P-Card.

*****Ordering, Receiving, and Payment responsibility will be with Procurement and Receiving Departments.**

-Procurement will maintain and check for:

- ✓ Requisition
- ✓ Order Confirmation/Invoice
- ✓ Receiving Copy/Packing Slip indicating items rec'd, dated, initialed



Req. #

Requisition Date

Purchase Requisition

Supplier _____ Address _____

City _____ State _____ Zip Code _____ Social Sec # or Fed ID # _____

Phone # _____ Fax # _____

Ship to Address	Payment Terms: _____	Project	Task	Award
Organization Name (Department)	Freight <input type="checkbox"/> Due <input type="checkbox"/> Paid <input type="checkbox"/>	Expenditure Type		
Building Room Number	Carrier _____	Organization Name (Department)		
Attention	FOB <input type="checkbox"/> Destination <input type="checkbox"/> FCA <input type="checkbox"/> Origin _____	Requisitioner Telephone #		
Need by Date: _____	Supplier Notes:	Authorized Signature Date		
	Confirming (Yes/No) _____			

Type	Item Category	Item Catalog # & Complete Description (including notes & buyer notes)	Quantity	Unit	Unit Price	Total

Quotation: Written Verbal By _____ Total: \$ _____

RF Procurement w/ RF P-Card

Discuss and decide on procurement and check for appropriate spending per your grant.

Check for available funding in RF Oracle.

Create a purchase requisition, filling out all required areas (please see attached sample req).

indicating in writing that the purchase will be made with end user's P-Card once requisition has gained all approval signatures

- *Generally speaking, RF procurement will mirror the State procurement procedures and policies, as well as thresholds.*
- When necessary to obtain a Quote/Proposal/Estimate, be certain to include with Requisition, and the Bill-To and Ship-To addresses read as:

Bill-To:

Research Foundation
at SUNY Canton
Business Office – FH 200
34 Cornell Dr.
Canton, NY 13617

Ship-To:

Research Foundation
at SUNY Canton
RF VISA/"Requestor or End User's Name"
34 Cornell Dr.
Canton, NY 13617

Gaining Approvals for a requisition:

→Requestor

→Principal Investigator signature

→Grants Director (B. Rohr-Adams) signature

→Operation Manager (S. Miller) signature

Procurement (M. Warren) will then contact end user of the requisition being approved, and end user will then order/pay with their P-Card.

- *Exceptions to this guideline would be extenuating circumstances where a verbal or email approval was given by Grants Director (B. Rohr-Adams) or Operations Manager (S. Miller); proper signature MUST ultimately be gained.*

*****Ordering, Receiving, and Payment responsibility will be with the End User of the Grant.**

-Your monthly P-Card statement will need the following to match with each purchase listed for that month:

- ✓ Requisition
- ✓ Order Confirmation/Invoice
- ✓ Receiving Copy/Packing Slip indicating items rec'd, dated, initialed

RF Travel

Discuss and decide on travel and check for necessity, reasonableness, and appropriate spending per your grant.

-Travelers are expected to travel by the method most conducive to achieving the objectives of the trip while balancing cost, time, and safety.

-Check for available funding in RF Oracle.

Create RF Request to Travel form, filling out all required areas (see attached sample req), complete with appropriate signatures.

- *Generally speaking, RF procurement will mirror the State procurement procedures and policies, as well as thresholds.*

General Guidelines for RF Travel:

- *If your trip is **out of state**, you must have your Travel Payment Request form signed by the area VP, see below.*
- *If your trip involves the traveler using a **state vehicle**, you must also fill out a state T-1 form and send to the VP for administration (S. Miller.)*
- *If **airfare** is required, mirroring the state we recommend you go through:*
 - *Advantage Travel (1-888-444-4240) -OR-*
 - *Child Travel New York (1-800-774-0655)*
- *For **lodging** check the per diem rate available online, found on the campus travel page – www.canton.edu/travel*
 - *If your lodging is more than the allowed rate, please complete and send a ‘Lodging Justification’ form (www.canton.edu/travel/forms) and send with your Travel Payment Request form for signatures and approval. This **MUST** be done prior to your trip to ensure expenses will be covered.*
- *Be sure to bring a **tax-exempt** form with you to ensure no tax is charged.*
- *Please keep in mind all **meal reimbursements** NOT associated with overnight travel are considered taxable by the IRS and will show on your W-2..*
- *There is no “travel” card for RF, just your regular p-card.*
- **NO PURCHASING OF:** *Alcoholic beverages, Incidentals on hotel bill (gym/spa charges, and movie rentals), Personal use of any kind.*

RF Travel Forms

Every time traveling is necessary, the principal investigator or designee needs to complete a RF Request to Travel and a Travel Final Expense form. The following information needs to be included on the Forms:

- Req. # - Start with the award number then – 01, 02, 03, etc., ending with the letter “T”.
An example using the sample Purchase Requisition form is: award #-01T.
- Project, Task, Award
- Date
- Name
- SSN
- Home Address
- Point of Departure, Date, Time
- Point of Arrival, Date, Time
- Destination and Purpose of Travel
- Relationship to Program (what type of employee are you)
- Pre-Trip:
 - Transportation estimate
 - Meal(s) estimate
 - Lodging estimate
 - Total Encumbrance
 - Appropriate signatures
- Post-Trip:
 - Transportation actual \$
 - Meal(s) actual \$
 - Lodging actual \$
 - Other Travel/Miscellaneous actual \$
 - Appropriate signatures

Approvals Flow for RF Request to Travel:

→Traveler/End User signature

→Principal Investigator signature

→Grants Director (B. Rohr-Adams) signature

→Operations Manager (S. Miller) signature

*→Area VP (P. De Cooke, Z. Szafran, or S. Miller) signature

ONLY IF TRAVELING OUT OF STATE

PRE-TRIP

- Fill out the top half of *RF Request to Travel* form for Pre-Travel with estimates.
 - attach any and all back up paperwork or justifications pertinent to the trip
- Traveler signature
- Principal Investigator Signature
 - *make copy/scan to keep
- Send Original with (2) signatures to Grants Director (B. Rohr-Adams) for signature, then the Business Office for Operations Manager (S. Miller) signature (*IF TRAVELING OUT OF STATE, MUST HAVE AREA VP'S SIGNATURE ALSO*).
- RF Request to Travel form will then stay with Procurement (M. Warren) and be considered approved and encumbered on paper, and an email notification will be sent to the traveler.
 - *IF a cash advance is required, a check will be issued and must be picked-up/signed-out from A/P (D. Keith), no sooner than 2 days prior to start of trip. Amounts >\$400 require justification/list of student participants.

**If traveler is intending to use p-card for any travel, this must be indicated on the form

***If an advance is required, the form will then go to A/P (D. Keith) for further processing

POST-TRIP

- Fill out *RF Travel Final Expense* form for Post-Travel with actual amounts.
 - use the same req # from the Request to Travel form
 - attach any and all receipts, invoices, mileage sheet form, paperwork or justifications for overages pertinent to the trip, for reconciliation.
- Traveler signature
- Principal Investigator Signature
 - *make copy/scan to keep
- Send Original with (2) signatures to Grants Director (B. Rohr-Adams) for signature, then the Business Office for Operations Manager (S. Miller) signature (*IF TRAVELED OUT OF STATE, MUST HAVE AREA VP'S SIGNATURE ALSO*).
- RF Travel Final Expense Form will then go to Procurement (M. Warren) for data-basing and be considered complete and will be reconciled by A/P (D. Keith).

Approvals on RF Travel Final Expense:

- Traveler signature
- Principal Investigator signature
- Grants Director (B. Rohr-Adams) signature
- Operations Manager (S. Miller) signature
- *→ Area VP (P. De Cooke, Z. Szafran, or S. Miller) signature ONLY IF TRAVELING OUT OF STATE