

Policy and Procedure

TITLE: Requisitions for Goods, Services

PURPOSE:

To inform the research community of the policies concerning charging expenses to grants and contracts

PERSONS AFFECTED:

This policy & procedure (P/P) applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

POLICY:

It is the policy of HPHC/I that:

- All purchases for goods, services and subcontracts must be submitted through the Oracle iProcurement Module.
- It is the responsibility of HPHC/I investigators/project managers to initiate requisitions and pay expenses for goods and services via the Department of Population Medicine (DPM) requisition coordinator. HPHC investigators can petition the Office of Sponsored Programs (“OSP”) to do this for them by contacting their OSP Grants Manager (GM).
- It is the responsibility of the OSP GM to initiate requisitions to pay subcontractor invoices through the OSP Associate Grants Administrator (AGA).
- Subcontractor invoices will not be paid until a fully executed subcontract is received in OSP.
- All subcontracts must contain a clause that flows down requirements relative to compliance with U.S. export controls, anti-terrorism and anti-money laundering.

PROCEDURE:

Requisitions for Grants and Contracts

OSP GM submits request for standing PO to the AGC. Once the AGC submits the requisition, the GM will receive an Oracle workflow notice to approve. If over \$3,000, the requisition will be forwarded, per the system workflow to the Director, OSP.

Requisitions for subcontracts over \$100,000, must be approved by the HPHC Controller and the HPHC Chief Financial Officer (CFO). If the requisition is over \$100,000 a copy of the contract must be attached to the requisition for the Controller and CFO’s information. This workflow flows from the Director, OSP.

Requisitions for Goods charged to grants/contracts

Project staff submits a request to the Department of Population Medicine (DPM) Finance Office for a requisition. The GM will receive an Oracle workflow notice to approve. If over \$3,000, the requisition will be forwarded, per the system workflow to the Director, OSP.

Requisitions for goods over \$100,000, must be approved by the HPHC Controller and the HPHC Chief Financial Officer (CFO). If the requisition is over \$100,000 a copy of the invoice or proof of allowability must be attached to the requisition for the Controller and CFO’s information. This workflow flows from the Director, OSP.

A purchase order (PO) is automatically closed by the system when all the funds are paid out or there is no activity against it for three months. POs that have been 95% spent will also be closed but can be reopened if not marked as “Finally Closed” in Oracle.

POs that are over two (2) years old and that have been automatically closed as described above must be reduced to the amount paid to date, using the change order process. This will close the PO and release the unspent project funds.

Once the original PO has been closed, a new PO for the released funds can be requested as described above or the funds can be added to an appropriate existing PO by adding the released funds to it via an iProcurement.

REVISION HISTORY:

Department: OSP	Title: Policy and Procedure Requisitions for Goods and Services
Effective Date: 1/4/2021	Owner: Director, Office of Sponsored Programs
Reviewed By/On:	
Replaces P/P Dated: 11/11/2006	
Related Documents: HPHC AP	
References:	
Approved By:	