1. Purpose
The purpose of this policy is to define the procedure whereby a BCOM Principal Investigator or designee places orders for items funded by a sponsored award, intramural research fund, or research fund administered through the Southwest Foundation for Osteopathic Education & Research (SWFOER).

2. Related Policy/Authority
Office of Research & Sponsored Programs
BCOM Finance & Administration

3. Faculty/Staff Responsibilities

3.1 Grants Awarded to BCOM: Upon receipt of award notification by the Principal Investigator, the P.I. will notify ORSP and provide a copy of the award notice. ORSP will coordinate the establishment of an account number with the BCOM Office of Finance.

3.2 Southwest Foundation for Osteopathic Research and Education (SWFOER) Accounts: Investigators wishing to establish a research fund under SWFOER should meet with the Assistant Dean for Research to discuss the establishment of a fund within the Foundation. The Office of Research and Sponsored Programs will coordinate the establishment of an investigator research fund with the Southwest Foundation for Osteopathic Education and Research.

3.3 Initiating of Purchasing Requisition: The Principal Investigator or approved designee is responsible for initiating the requisition. The requisition is submitted to ORSP for processing.

3.4 Requisition Processing: The Office of Research & Sponsored Program is responsible for logging and reviewing the requisition from a compliance perspective, and for submitting the requisition to the BCOM Office of Finance. The BCOM Office of Finance will place the order and process forward.

3.5 Account Management:

3.5.1 SWFOER Research Accounts: The BCOM Office of Finance will provide monthly invoices to the Accounting Offices of Beasley & Associates to cover the costs of the goods or services covered by the BCOM Office of Finance.

3.5.2 Monthly Statements: The BCOM Office of Finance will provide monthly transaction statements to the Office of Research & Sponsored Program. BCOM ORSP will reconcile monthly transaction statements as necessary and provide the Principal Investigator with a monthly statement.
4. Definitions/Abbreviations

4.1 Discretionary Fund: a reserve of money that can be used for a variety of purposes defined by the fund manager. At BCOM discretionary funds may be required to conform to general purchasing policies and procedures.

4.2 Intramural Research Fund: a BCOM funded research account that is tied to the ORSP budget.

4.3 Restricted Fund: a reserve of money that can only be used for specific purposes.

4.4 Sponsored Award: funding from an external entity such as a private foundation, corporation, or government agency for an activity of defined scope and purpose. Sponsored Awards for the purpose of this definition include Extramural Grants (EG), Extramural Contracts (EC).

4.5 SWFOER: Southwest Foundation for Osteopathic Education and Research

5. Procedural Steps

5.1 Assignation of Tracking Number: Upon notification of receipt of a sponsored award or creation of a research related fund by SWFOER, the ORSP will assign a single number that will be used for tracking the activities related to the sponsored award or fund. The Tracking Number will be communicated to the Principal Investigator and SWFOER and will follow the numbering convention a two letter abbreviation, four numbers, and year; each separated by an underscore (e.g. XX_XXXX_YEAR). The two-letter abbreviation will reference the type of fund and the number will be assigned sequentially beginning with 0001. The year references the year that the tracking number is established. (Example: The 10th Extramural Grant received in 2019 would be numbered EG_0010_2019).

5.2 Assignation of Account Number: The Account Number will be assigned by the BCOM Office of Finance and will be communicated to the Office of Research & Sponsored Programs. ORSP will communicate this information to Principal Investigator.

5.3 Initiation of Requisition: The Principal Investigator or approved designee is responsible for initiating the requisition. The requisition must be submitted through the BCOM Purchase Requisition system and a copy of an appropriate quotation from the vendor forwarded to the Finance Office. The requisition must be approved by the Principal Investigator or an individual designated by the Principal Investigator with purchasing authority on the account. The approved requisition and associated quote may be submitted to the Office of Research & Sponsored Programs in paper or electronically as a PDF document.

5.4 Office of Research & Sponsored Programs Actions: The Office of Research & Sponsored Programs date stamps the requisition upon receipt and reviews the requisition to ensure sponsored program compliance and fund availability. Upon completion of the review, the requisition is signed by the Assistant Dean for Research or a designee and forwarded to Ms. Martha Enriquez for processing. Typically requisitions received by the ORSP by 9:00 a.m. on a
business day, will be submitted as purchase requisitions onto BCOM’s accounting software for processing by the end of the same business day.

5.5 **BCOM Office of Finance**: Upon receipt of the requisition, Office of Finance will review the requisition for accuracy and place the order once approved. Any questions regarding the requisition will be directed to BCOM ORSP.

5.6 **Beasley & Associates**: Upon receipt of the invoice, Beasley & Associates will reimburse for purchases made to cover the costs of the good or services covered by the BCOM Office of Finance. This applies only for purchasing using a SWFOER research account.

5.7 **Principal Investigator**: Upon receipt of order, the Principal Investigator (or designee) will make sure that the items shipped match the items indicated on the packing list. The Principal Investigator will then sign the packing list to verify receipt and submit to the Office of Research & Sponsored Programs. The Office of Research will then forward a copy of the signed packing list to the BCOM Office of Finance.

### 6. Reports/Charts/Forms/Attachments/Cross References

**BCOM Purchase Requisition**

### 7. Maintenance

Office of Research and Sponsored Program; reviewed annually

### 8. Signature

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<tr>
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<tr>
<td>Joseph Benoit, PhD</td>
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### 9. Distribution List

Internal

### 10. Revision History

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