

Purchase Requisitions

PPD Policy 018-v02

Purpose

The policy describes the procedures to be followed for purchase requisitions including ProCard and eMarketplace in order to insure compliance with Laboratory and DOE policies and regulation and the efficient operation of the division.

Policy

The sections below describe the actions to be taken by members of the PPD staff in preparing purchase requisitions. The following roles are described:

- Requestors
- Requisition Preparers
- Requisition Approvers
- eMarketplace: eShoppers
- eMarketplace: eLicense Holders
- ProCard Holders

Special attention should be paid to procedures for purchases of computer equipment and requests for excess property.

Purchase requisitions, eMarketplace orders, and ProCards purchases, or claim items from government surplus, must be reviewed for environment, safety, and health (ES&H) concerns. The ES&H review process responsibilities of and procedures for PPD personnel who initiate and process purchases of services, supplies, and equipment are found in PPD Policy 034.

REQUESTORS

- Follow the Laboratory requisition policies and procedures, including EPEAT requirements. See the Procurement documents:
<https://fermipoint.fnal.gov/organization/fin/fin-prc/General%20Forms%20%20Documents/Forms/AllItems.aspx>
- Provide the correct line type (SN, GN, or GR), PO line category, expenditure type, and project/task for each requisition line and distribution.
- Provide a Sole Source Justification for requisitions of \$10,000 or greater that are to a specific vendor.
- Provide additional information upon request from the buyer. This includes justifications for after-the-fact requisitions, order specifications, etc.
- **Computer Requisition** requestor responsibilities:
 - Obtain approval of Division Head or designee for the computer purchase prior to submitting the requisition. The below computer justification information is required in the email request for approval.

- Who is this for?
 - Is it for a new or current employee?
 - If it is a replacement for a current employee, why are we replacing it?
 - Is it for some other purpose – in that case, please explain.
 - If this is an eMarketplace order, include a print screen of the cart with your email, otherwise include the cost of the computer.
- Forward approval from the Division Head or designee to the requisition preparer or eLicense holder. If this is an eMarketplace order, then also share the cart with them.
- **Excess Property Requisition** requestor responsibilities:
 - Obtain approval of Division Head or designee for the excess property request prior to submitting the requisition. Answers to the following questions are required in the email request for approval:
 - What is the original acquisition value of the item?
 - How will the item be used?
 - Who will use the item?
 - Which experiment, department, or group is the item for?
 - What are the other associated costs required to use the item? (Such as cost of disassembly, shipping, reassembly, installation, engineering time, electrical work, etc.) If there are none, note “no associated costs.”
 - Communicate associated costs with the Division Office in advance of the requisition.
 - Forward approval from the Division Head or designee to the requisition preparer. Make sure the answers to the required questions are included with the requisition.
- **RUSH** requisitions require a short justification as to why this requisition should take precedence over all other high-priority work.
 - Acceptable justification: Critical piece of equipment broken (e.g.: A/C unit out in the summer)
 - Unacceptable justification: License term renewals or PO change orders—these are items that could be known in advance. Please plan ahead.

REQUISITION PREPARERS

- It is the responsibility of the requisition preparer to obtain all signatures at the department level and verify that the individual(s) approving the requisition has signature authority up to the dollar amount of the requisition before the requisition is forwarded to the PPD gatekeeper.
 - See the PPD signature authority list:
<https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx>
- Check that attachments, justifications, and requirements of requestor are met.
- Attachments should be at the header level.
- Change orders to existing purchase orders must include the original amount, the increase, and the new total amount of the PO in a note to approver at the header level.
- Registration and/or conference fees should be handled via ProCard or a memorandum to the Accounting Department.
- **Excess Property Requisition** preparer requirements:
 - Req header field - "Excess Property for ____ (provide Dept. name or experiment)."
 - Note to approver field - Include the answered questions from the requestor. This may be added as an attachment if it does not fit in the text field.
 - Item description field – include the original acquisition value, the description, and other pertinent information.
 - Price - \$0 or \$1.
- **Radioactive Materials Requisition** preparer requirements:
 - "Deliver to" location must be Site 40LLWHB.
 - Note to vendor – "Removable activity must be less than 37 Becquerels (one nanoCurie)."
 - Note to receiver – "Hold at receiving. Contact ES&H Section HCTT x4498 on arrival."
 - Note to buyer – "Contains radioactive material. Prime DOE Contractor. No license required."

REQUISITION APPROVERS

Such as department managers, PIs, or those with signature authority.

- Review that the requisition is using the appropriate task.
- Only approve for tasks and dollar amounts that they are authorized to sign for.
 - See the PPD signature authority list:
<https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Forms/AllItems.aspx>
- Ensure that there are funds available for the purchase, and that it is part of the spending plan.

EMARKETPLACE: ESHOPPERS and ELICENSE HOLDERS

- Follow the Laboratory eMarketplace policies and procedures. These can be found under the user documentation area of the eMarketplace website: <https://emarketplace.fnal.gov/>

ESHOPPER responsibilities:

- Obtain proper approval per Signature Authority - <https://fermipoint.fnal.gov/org/ocro/ppd/PPDFinance/PPD%20Signature%20Authority/Fo rms/AllItems.aspx>
- Follow PPD requirements for computer requisitions (see details under responsibilities for requestors).
- Saved eMarketplace cart names will have the following format (40-character limit):
 - Format: eShopper name – Task number – identifying description
 - Example: *J. Green–40PD.50.01.01–Rack*
- Add to Cart Description field (255-character limit): Requestor name, project/task number, approver name, delivery information.
- Share the cart with only one eLicense holder and yourself.
- Recommended – Use only one project/task per cart to expedite processing.

ELICENSE HOLDER responsibilities:

- Ensure that appropriate documentation has been obtained and attached to the order. This is the same level of responsibility as a ProCard holder and includes:
 - Signature authority approval
 - NEPA, ESH&Q and EPEAT approvals
 - Approval of Division Head or designee for computer purchases
- The header-level requisition description should have the following format:
 - Format: Requestor name, project/task number, approver name “- Approver”, delivery location, identifying description.
 - Example: *Johnny Green, 40PD/40PD.50.01.01, Vadim Rusu - Approver, WH14E, Ergonomic keyboard*
- Deleting the cart from the queue once the order is placed.

PROCARD HOLDERS

- Follow the Laboratory ProCard policies and procedures: <https://fermipoint.fnal.gov/organization/fin/fin-prc/Procard%20Documents%20%20Information/ProCard%20Users%20Guide.pdf>

- Any purchases that are in violation of either the Laboratory ProCard policies and procedures or PPD procedures outlined in this document must have explicit approval from the lab's ProCard Program Administrator with the approval included as a header level note.
- PPD ProCard holders may not purchase items on a PPD ProCard for other Divisions/Sections or Universities.
- In addition to the Laboratory ProCard policies, the purchase of any type of furniture or clothing must also have Division Office approval.
- Software licenses and/or subscriptions may not be purchased on ProCard. This includes both new licenses/subscriptions and renewals. A standard purchase requisition must be entered.
- The default task for each PPD ProCard is a holding task that may not be used as a final cost destination. All orders must be placed on and reconciled to the appropriate task code.
- Each ProCard order requires documentation for audit trails and monthly bank statement review. The following required documentation should be attached to each order:
 - Requisition form with clearly stated PRN#, task(s), total with shipping, and who approved.
 - Initial request email
 - Approval(s)
 - Quote/Cart/Email/Other
 - Order Confirmation
 - Email to requestor confirming order placed, PRN# included
 - Order Invoice/Receipt
 - Packing slip
 - Delivery ticket
- ProCard holders must perform a monthly reconciliation:
 - Verify Front-end project and task number is not the holding task
 - Enter Front-end shipping total and note shipping costs on requisition form for auditing purposes
 - Check Front-end grand total to ensure that it matches bank statement
 - Check Accounting total

Owner

Responsibility for reviewing, updating, and communicating changes to this policy rests with the PPD Senior Field Financial Manager.

Review Cycle

This policy is to be reviewed every three years.

Revision History

Version	Date	Author	Notes
v01	8/14/12	Ami Dave	Original Creation
v02	6/5/19	Corinne Vendetta & Kate Rogers	Combine and update policies on purchase requisitions (#018) and ProCard (#020). Include eShopper. Format with new template.
		Raymond Lewis	Added information about ESH review of purchases.

