ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-05-0001

PROCEDURE FOR PROCESSING REQUISITIONS

RESPONSIBLE DEPARTMENT *AD HEADQUARTERS*

PREPARED BY _____ DATE ***5-2-2013***

Ann Nestander, Senior Financial Manager

APPROVED BY _____ DATE ***5-2-2013***

Roger Dixon, Division Head

REVISION NO. 5 REVISION ISSUE DATE ***5-2-2013***

SUPERSEDED

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

REVIEW AND CONCURRENCE RECORD

REVIEWED BY: _____ DATE: ***5-2-2013***
Ann Nestander, Senior Financial Manager

REVIEWED BY: _____ DATE: ***5-2-2013***
Paul Czarapata, Deputy Division Head

REVIEWED BY: _____ DATE: ***5-2-2013***
Roger Dixon, Division Head

TABLE OF CONTENTS

1.0 PURPOSE AND SCOPE..... 1

1.1 PURPOSE..... 1

1.2 SCOPE..... 1

2.0 ABBREVIATIONS..... 1

3.0 PROCEDURE..... 1

3.1 PROCARD REQUISITIONS..... 1

3.1.1 DOCUMENT PREREQUISITES..... 1

3.1.2 SIGNATURE APPROVALS REQUIRED..... 2

3.1.3 ROUTING AND ORDER PLACEMENT..... 2

3.2 PURCHASE REQUISITIONS..... 2

3.2.1 DOCUMENT PREREQUISITES..... 2

3.2.2 SIGNATURE APPROVALS REQUIRED..... 3

3.2.3 ROUTING..... 3

3.3 TIME & MATERIAL REQUISITIONS..... 3

3.3.1 DOCUMENT PREREQUISITES..... 3

3.3.2 SIGNATURE APPROVALS REQUIRED..... 3

3.3.3 ROUTING..... 4

4.0 REFERENCES..... 4

4.1 GENERAL PROCUREMENT AUTHORITY..... 4

5.0 DISTRIBUTION..... 4

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to establish and define the general requirements concerning the processing of purchase requisitions within the Accelerator Division. It includes appropriate steps to be taken concerning the following aspects of the process:

a. Document Prerequisites

b. Signature Approvals Required

c. Routing of Documents After Securing Appropriate Approvals

1.2 SCOPE

Types of requisitions covered by this procedure:

a. ProCard Requisitions

b. Standard Purchase Requisitions (including Ordering Agreements)

c. T&M Requisitions

2.0 ABBREVIATIONS

AD	Accelerator Division
D/S/C	Divisions, Sections and Centers
ES&H	Environmental, Safety and Health
FFM	Field Financial Manager
T&M	Time and Material

3.0 PROCEDURE

3.1 PROCARD REQUISITIONS

ProCard requisitions are those which are eligible for processing under the Fermilab Procurement Credit Card Program. The procurement credit card (ProCard) is a procurement tool which offers an alternative to standard laboratory procurement processes and which provides an extremely efficient and effective method of purchasing and paying for goods and off-site services with a value of less than $2,500. Other restrictions may apply.

3.1.1 DOCUMENT PREREQUISITES

a. ProCard requisitions must be completed using the standard laboratory purchase requisition form which can be found on the Procurement website: http://bss.fnal.gov/protect/ProCardUsersGuide.pdf. In addition to completing the required

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

information, ProCard requisitions should be flagged as such by writing the word, "ProCard" at the top of the purchase requisition form.

b. ProCard requisitions must be in full compliance with the policies and procedures set forth in the Fermilab Procurement Card (ProCard) User's Guide available on the Procurement website: http://bss.fnal.gov/protect/ProCardUsersGuide.pdf .

c. In the interest of supporting the Sustainable Acquisition program, ProCard holders have the right and responsibility to question the requisition originator as to the availability of environmentally-sound alternatives to the items listed on the requisition. To learn more about this program, as well as sustainable acquisition products and services and the vendors who provide them, please visit the ES&H website: http://esh.fnal.gov/xms/Resources/EPP . If you have any questions please contact the AD ES&H Department for assistance.

d. ProCard requisitions may only be written against project(s) and tasks(s) which have been flagged as chargeable in Oracle PA and for which the ProCard flag has been enabled. You can easily check the current status of both by using the query available at the following location: https://reporting.fnal.gov/labqueries/taskstructure/ . If you need further assistance in this regard the AD FFM, or designee, can assist you.

e. ProCard requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Accounting website at the following location: http://finance.fnal.gov/Accounting/acctreports.html . If you need further assistance in identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.

3.1.2 SIGNATURE APPROVALS REQUIRED

a. ProCard requisition approvals are governed by the established General Procurement Authority limits in effect at the time the requisition is processed.

b. It is the responsibility of the requisition originator to obtain all necessary signatures at the department level before sending it on for further processing.

c. If you require assistance in identifying the appropriate individual(s) to approve a ProCard requisition the AD FFM, or designee, can assist you.

3.1.3 ROUTING & ORDER PLACMENT

a. Approved ProCard requisitions are routed to the appropriate ProCard holder for placement and entry into the Fermilab ProCard Front End System.

b. AD ProCard holders are required to have the proper written documentation bearing the appropriate approvals for the project(s) and task(s) being charged prior to placing a ProCard order and/or entry into the ProCard Front-End System.

c. AD ProCard holders may not purchase items on an AD ProCard for another D/S/C or a university without AD FFM approval.

d. All documentation accompanying the actual receipt of goods relative to ProCard purchases should be forwarded to the ProCard holder that placed the order, i.e. invoices, shipping notices and packing receipts.

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

3.2 STANDARD PURCHASE REQUISITIONS (including Ordering Agreements)

A standard purchase requisition is any requisition that is not eligible for processing under the Fermilab Procurement Credit Card Program, or which does not represent T&M subcontract services. Standard purchase requisitions, other than those which are associated with ordering agreements, must be entered into Oracle EBS and forwarded as an electronic requisition to Procurement for order placement whereas those which represent an ordering agreement are forwarded out of the division as a paper requisition.

3.2.1 DOCUMENT PREREQUISITES

a. Standard purchase requisitions must be completed using the standard laboratory purchase requisition form which can be found on the Procurement website: http://bss.fnal.gov/protect/ProCardUsersGuide.pdf.

b. A Sole Source Justification form is required for single vendor purchases which exceed $10,000. The Sole Source Justification form and instructions for completing it are available at the following link on the Procurement website: http://bss.fnal.gov/procurement/procdocfrm1.html .

c. Standard purchase requisitions for goods and services which are subject to ES&H review and/or ES&H restrictions must bear the appropriate ES&H approvals. A copy of Accelerator Division ES&H Procedure ADSP-08-0601 Environmental, Safety, and Health Review of Procurement Actions and Proposed Projects is available at: http://www-bdnew.fnal.gov/esh/adsp/ADSP-08-0601.pdf .

d. All non-bulk order requisitions for desktop computers, laptops and integrated systems must be accompanied by a copy of an approved AD Networking Abbreviated Implementation Plan (AIP).

e. All requisitions for computers and displays, imaging equipment (i.e. copiers, digital duplicators, facsimile machines, mailing machines, multifunction devices, printers and scanners) and TV's must be for equipment which is EPEAT certified. A search engine for identifying EPEAT certified products is available here: http://www.epeat.net/ .Computers deployed as servers or as non-desktop systems are exempted from the EPEAT requirement.

f. All requisitions for agency personnel (temporary help) must include a paragraph describing the "essential functions" of the assignment and a "need by" date which reflects the end date of the assignment (not the beginning). The end (need by) date of an assignment may not fall within the month of September.

g. Standard purchase requisitions may only be written against project(s) and task(s) which have been flagged as chargeable in Oracle PA. The following query can be used to verify the current chargeable status of tasks: https://reporting.fnal.gov/labqueries/taskstructure/ . If you need further assistance in this regard the AD FFM, or designee, can assist you.

h. Standard purchase requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Accounting website at the following location: http://finance.fnal.gov/Accounting/acctreports.html . If you require further assistance with identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

i. Requisitions for registration and/or conference fees should be processed as a ProCard requisition rather than a standard purchase requisition.

3.2.2 SIGNATURE APPROVALS REQUIRED

3.2.2.1 GENERAL

a. Standard purchase requisition approvals are governed by the established General Procurement Authority limits in effect at the time the requisition is processed.

b. It is the responsibility of the requisition originator to obtain all necessary signatures at the department level before sending it on for further processing.

c. If you require assistance in identifying the appropriate individual(s) to approve a standard purchase requisition the AD FFM, or designee, can assist you.

3.2.2.2 SPECIAL CIRCUMSTANCES

a. All requisitions over $25,000 must be initialed by the AD FFM for funding verification.

b. All requisitions for agency personnel (temporary help) must be initialed by the AD FFM for funding verification. In addition they require the approval of the AD Division Head or designee.

c. All requisitions for business cards require the approval of the AD FFM.

3.2.3 ROUTING

a. Standard purchase requisitions should be routed to the AD Procurement Coordinator for entry into the Oracle EBS electronic requisitioning system.

b. Requisitions which represent ordering agreements, such as those for agency personnel, do not get entered into the Oracle EBS electronic requisitioning system. These remain paper requisitions and are forwarded as such, by the AD Procurement Coordinator, for subsequent approval in accordance with laboratory requisition approval guidelines as outlined in the REQUIRED SIGNATURE APPROVAL FOR REQUISITION PROCESSING document maintained and distributed by the Finance Section.

c. Standard purchase requisitions must bear all necessary division and/or project approvals before they can be entered into the Oracle EBS electronic requisitioning system for subsequent review and approval in accordance with laboratory requisition approval guidelines as outlined in the REQUIRED SIGNATURE APPROVAL FOR REQUISITION PROCESSING document maintained and distributed by the Finance Section.

3.3 TIME & MATERIAL REQUISITIONS

Time & material (T&M) requisitions are used when the work scope is not fully developed, field conditions are not well known and/or associated costs are not well defined.

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

3.3.1 DOCUMENT PREREQUISITES

a. T&M requisitions must be completed using the standard T&M requisition form which can be found on the FESS website: http://fess-oracle-web.fnal.gov:8085/TmRequisition-war/home.seam .

b. T&M requisitions must be accompanied by a completed Hazard Analysis form. The Hazard Analysis form, along with instructions for completing it, can be obtained from the ES&H website at the following link: http://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=1209&version=3&filename=2060%20FINAL%20Write_Save%20PDF%20Form.pdf .

c. Work permits, if required, must be complete. The Work Permit form can be obtained from the ES&H website at the following link: https://www-esh.fnal.gov/pls/cert/wpnf.html . Work Permits must be approved by the Deputy Division Head or designee. A Work Permit is not required if the T&M requisition is for additional funding to an existing T&M subcontract and the additional funding is not associated with a change in the scope of the work.

d. T&M requisitions may only be written against project(s) and task(s) which have been flagged as chargeable in Oracle PA. The following query can be used to verify the current chargeable status of tasks: https://reporting.fnal.gov/labqueries/taskstructure/ . If you need further assistance in this regard the AD FFM, or designee, can assist you.

e. T&M requisitions must reflect the appropriate expenditure type for each item that's being ordered. An Expenditure Type Glossary is available on the Accounting website at the following location: http://finance.fnal.gov/Accounting/acctreports.html . If you require further assistance with identifying the correct expenditure type(s) the AD FFM, or designee, can assist you.

3.3.2 SIGNATURE APPROVALS REQUIRED

3.3.2.1 GENERAL

a. T&M requisition approvals are governed by the General Procurement Authority limits in effect at the time the requisition is processed.

b. It is the responsibility of the requisition originator to obtain all necessary signatures at the department level before sending it on for further processing.

c. If you require assistance in identifying the appropriate individual(s) to approve a T&M requisition the AD FFM, or designee, can assist you.

3.3.2.2 SPECIAL CIRCUMSTANCES

a. All requisitions over $25,000 must be initialed by the AD FFM for funding verification.

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled

3.3.3 ROUTING

a. T&M requisitions should be routed to the AD Procurement Coordinator.

b. T&M requisitions must bear all necessary division and/or project approvals before they can be entered into the T&M Requisition Application.

4.0 REFERENCES

4.1 GENERAL PROCUREMENT AUTHORITY

General procurement authority records are maintained in the form of a General Procurement Authority chart which serves as a reference for those engaged in the requisitioning process. You may obtain a copy of this chart from the AD Budget Office.

5.0 DISTRIBUTION

Standard ADAP Distribution via ES&H website.

CONTROLLED DOCUMENT
Users are responsible for ensuring they work to the latest approved revision. Printed or electronically transmitted copies are uncontrolled