

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-05-0001

PROCEDURE FOR PROCESSING REQUISITIONS

RESPONSIBLE DEPARTMENT AD Headquarters

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1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this Accelerator Division Administrative Procedure is to establish and define the Fermilab Accelerator Division requirements concerning the processing of requisitions. 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 are:

- a. Purchase Requisitions (Including Contracts)
- b. T&M Task Order Requisitions
- c. Short Orders

2.0 ABBREVIATIONS

A.I.P. - Accelerator Improvement Project

D.P.E.P. - Data Processing Equipment Procurement

G.P.P. - General Plant Projects

G.P.F. - General Plant Facility Projects

I.H.E.M. - In House Energy Management Projects

L.I. - Line Item Projects

3.0 PROCEDURE

3.1 PURCHASE REQUISITIONS (Including CONTRACTS)

3.1.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. Must have NEPA Approval Stamp.
- c. Must have "Requester's Identifier Number".
- d. All CONTRACT requisitions over \$2,500 must be accompanied by a completed "ES&H Specifications Checklist" approved by the Division Senior Safety Officer.

3.1.2 SIGNATURE APPROVALS REQUIRED

- a. If over \$5,000, must be initialed by AD Budget Officer for funding verification.
- b. All requisitions for COMPUTERS must be approved by the Data Processing Equipment Procurement (DPEP) Committee Chair and the Controls Department Head, and must be reviewed by the AD Budget Officer. Copies of DPEP approval memos will be filed by the Secretary to the Budget Officer.
- c. All requisitions for CAPITAL EQUIPMENT, regardless of the dollar amount, must be initialed by the AD Budget Officer.
- d. All AIP, GPP, GPF or IHEM PROJECT requisitions, regardless of the dollar amount, must be initialed by the Project Leader.
- e. All AIP PROJECT requisitions, regardless of the dollar amount, must be approved by the Associate Head for Fermilab III.
- f. All GPP, GPF and IHEM PROJECT requisitions, regardless of the dollar amount, must be approved by the Associate Head for Engineering.
- g. Based on the total dollar amount of the requisition, the following list indicates the required levels of approval. (Reference Attachment 1)

<u>Dollar Amount</u>	<u>Approval Required</u>
Up to \$5,000	Department Head or Experimental Liaison Physicist responsible for Budget Code(s).
Over \$5,000	Department Head or Experimental Liaison Physicist responsible for Budget Code(s) should initial and pass on to either Associate Head or Experimental Coordinator responsible for Budget Code(s).

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\$5,000 up to \$10,000	Budget Officer, Associate Head or Experimental Coordinator responsible for Budget Code(s).
Over \$10,000	Budget Officer, Associate Head or Experimental Coordinator responsible for Budget Code(s) must initial and pass on to the Division Head.

3.1.3 ROUTING

After appropriate approvals, all requisitions will be returned to the Secretary of the Department in which the requisition was originated to be routed for final processing unless otherwise specified.

Routing for final processing is as follows:

Less than \$5,000	to Purchasing Dept., M.S. 210.
\$5,000 and over	to Budget Office, M.S. 212. (Budget Office will route the requisition to the Business Office, and if over \$100,000, to the Director's Office.)
ALL Computer Requisitions	to the Laboratory Computer Protection Program Manager (CPPM) (Irwin Gaines, M.S. 120)
If Vendor is a Contractor	to Contracts Office, M.S. 216. (If over \$5,000, to the Budget Office.)
A "Shop Order" requisition	to the specific shop that will perform the work. (If over \$5,000, to the Budget Office.)

3.2 **T&M TASK ORDER REQUISITIONS**

3.2.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. Must have NEPA Approval Stamp.
- c. Must have "Requester's Identifier Number".
- d. Must be accompanied by a Work Permit.

3.2.2 SIGNATURE APPROVALS REQUIRED

- a. All T&M requisitions must be initialed by the appropriate Building Manager.
- b. If over \$5,000, must be initialed by AD Budget Officer for funding verification.
- c. All T&M requisitions charged to a CAPITAL EQUIPMENT budget code, regardless of the dollar amount, must be initialed by the AD Budget Officer.
- d. All T&M requisitions charged to an AIP, GPP, GPF or IHEM PROJECT budget code, regardless of the dollar amount, must be initialed by the Project Leader.
- e. All T&M requisitions, regardless of the dollar amount, must be approved by the Associate Head for Engineering.
- f. If the T&M requisition is charged to an AIP PROJECT budget code, regardless of the dollar amount, it must be approved by the Associate Head for Fermilab III.
- g. The Work Permit accompanying all T&M requisitions requires approval by the Associate Head for Engineering. (A Work Permit is not required if the requisition is for additional funding to an existing T&M requisition.)
- h. Based on the total dollar amount of the T&M requisition, the required levels of approval are the same as specified in section 3.1.2. g.

3.2.3 ROUTING

After appropriate approvals, all T&M requisitions will be returned to the Secretary of the Department in which the requisition was originated to be routed for final processing unless otherwise requested.

Routing of T&M requisitions for final processing is as follows:

Less than \$5,000	to T&M Office, M.S. 311.
\$5,000 or more	to Budget Office, M.S. 212.

(The Budget Office will route the requisition to the Business Office, and if over \$100,000, to the Director's Office.)

3.3 **SHORT ORDERS**

3.3.1 DOCUMENT PREREQUISITES

- a. Must have Mail Station Stamp.
- b. Must have NEPA Approval on both the "Original" and the "Purchasing" copies.
- c. NOT to exceed \$250.
- d. Hazardous materials may not be purchased on a Short Order.
- e. Cannot be used for "Restricted Items" as listed on the back of the Short Order Form.

3.3.2 SIGNATURE APPROVALS REQUIRED

- a. All short orders charged to a CAPITAL EQUIPMENT budget code must be initialed by the AD Budget Officer.
- b. All short orders charged to an AIP, GPP, GPF or IHEM PROJECT budget code must be initialed by the Project Leader.
- c. All short orders charged to an AIP PROJECT budget code must be approved by the Associate Head for Fermilab III.
- d. All short orders charged to a GPP, GPF or IHEM PROJECT budget code must be approved by the Associate Head for Engineering.
- e. All short orders must be approved by the Department Head responsible for the Budget Code.

3.3.3 ROUTING

All paperwork goes to the designated Department Secretary after material is picked up or delivered. (This must include the invoice received at the point of sale.)

4.0 REFERENCES

4.1 NEPA APPROVAL PROCUREMENT

- a. The ES&H Department does NEPA approvals at 9:00 a.m. and at 1:00 p.m. every week day.
- b. All Short Orders must have NEPA approval on both the "Original" and the "Purchasing" copies.

4.2 GENERAL PROCUREMENT AUTHORITY

(See Attachment I, Accelerator Division General Procurement Authority)

5.0 DISTRIBUTION

Standard ADAP Distribution plus uncontrolled copies to all AD Secretaries, Administrative Assistants, Staff Assistants and Executive Assistants.

July 1, 1995

FERMILAB ACCELERATOR DIVISION GENERAL PROCUREMENT AUTHORITY

