

## Charleston Research Institute Policy Memorandum

**Title:** Procurement Policy

**Reviewed by:** Board of Directors

**Implementation Date:** August 20, 2007

**Reviewed Date:** June 10, 2008, September 7, 2010

**Next Scheduled Review Date:** September 7, 2013

**Approval:** M. Rita I. Young, Ph.D., Chairperson

**Policy Statement:** Supplies and expenditures in support of research activities such as chemicals, animal, laboratory supplies, etc. may be requested by the Principal Investigator by submitting the appropriate paperwork to CRI. This includes request for check or request for payment via debit card.

**Background:** When requesting payment for an order, a form based on method of payment must be submitted for approval. Either form includes

- Date of request
- Project Name (specify a study)
- Investigator Signature (certifies the purchase as necessary to the project)

The Check Request form is to be used for reimbursements to individuals or for payment directly to a vendor by check. Individuals will be reimbursed for expenditures made for small ("odds and ends") supplies necessary to a particular project, that should not be in excess of \$100, and all original receipts must be attached to the reimbursement request.

The Debit Card Payment Request form is used to order items via fax or secure internet site. A debit card may be issued to the Executive Director to be used for legitimate CRI business. This includes, but is not limited to, travel and approved purchases. The limit per transaction is \$2,000.

**Guidelines:** All purchase requests must be submitted on CRI forms, not VA forms. The Executive Director reviews paperwork to ensure all items are filled in properly, approves all purchases, and orders all items. The Chairman of the Board approves all purchases over \$2,000.

For purchases, the Principal Investigator reviews orders upon receipt and then returns the packing slips to the Executive Director as verification of receipt. Payments are made after an original invoice is received if a purchase order is used.

If CRI reviews a proposed expenditure and deems it inappropriate, the Principal Investigator may seek review by the Board of Directors for final disposition.

NOTE: All disapproved requests will be retained in the CRI Research File as evidence of review and disapproval for future audits.

Supplies, equipment, and needed services may be purchased on the open market. Any item over \$5,000 must have at least three (3) bids unless sole source justification can be provided. All equipment items purchased for permanent, long-term use, valued over \$5,000 are to be capitalized.