Effective October 1, 2018, SIBCR has revised our purchase order form (PO). These changes were necessary to comply with the new procurement requirements of the Uniform Guidance, 2 CFR Part 200.

PI’s (and their authorized staff) will continue to place orders directly with the vendor.

All orders for supplies (e.g. office, lab, animal, clinical, etc.), services and equipment will need a PO completed and emailed to SIBCR at accounting@sibcr.org at the time the order is placed with the vendor.

In addition to this PO, a Vendor Justification form is required for federal purchases equal or greater than $25,000 per PO.

Contact Accounting before proceeding for items above $250,000.

The process is as follows:

Obtain a blank PO and Vendor Justification Form if applicable, from www.sibcr.org. The PO form is available in fillable Excel and PDF file formats. The Vendor Justification Form is available in fillable PDF format.

**PO Instructions**

Complete the Vendor Information and Budget Information sections. Make sure you enter the SIBCR Account # as well as the RDIS project number. If you are allocating a purchase between two or more accounts, indicate multiple SIBCR Account #s and the percentage per account.

The PO number is the SIBCR account number and a unique identifier, i.e. HJ11-1

An authorized signer on the SIBCR account must sign the PO. The signed PO serves as authorization for payment by SIBCR upon receipt of the invoice from the vendor.

Complete the order information using the vendor catalog number, description, quantity, unit cost and extended cost.

Justify the research/education-related purpose of the order in detail.

Examples:

Laboratory/clinical supplies required for project experiments in Specific Aim 3

Service necessary to carry out the project objectives

Software necessary to analyze critical project data

Software for manuscript preparation

Complete the shipping information section.

Send the completed, signed order request to either accounting@sibcr.org or invoices@sibcr.org.

**Additional Purchasing Steps**

Receipt of incoming packages must be verified and inspected for damage, defects or errors as soon as received. Items must be identified by the information available on the packing slip included with the order. If discrepancies or defects are noted, please contact SIBCR immediately.

***The packing slip must be endorsed and sent to the SIBCR administration offices.*** If there are discrepancies or damaged items, please note them on the packing slip. This process will serve as documentation to verify discrepancies between items ordered and items shipped. SIBCR cannot pay invoices without this reconciliation.