



BOISE STATE UNIVERSITY

GUIDE TO SPONSORED PROJECT “GOODS” PURCHASES

On July 1, 2018, the Federal Government began requiring that all recipients of federally funded financial assistance implement the procurement standards set forth in 2 C.F.R. §§ 200.317 – 200.326.

This guide describes the process for purchasing goods (above your P-Card limit) **funded partially or fully by sponsored projects funds.**

Depending on the funding source of your purchase of goods (federally funded, state funded, privately funded, etc.) various processes, bidding requirements, policies and regulations apply.

If your intended purchase is **federally funded** and estimated to **exceed \$10K**, you are encouraged to contact Purchasing *as early as possible* to discuss required processes and regulations, as they may vary dependent on the requirements of the sponsored project. These processes may include competitive bidding, sole source exemption, diverse business solicitation, or other. See “Purchasing Procedures for Federally Funded Sponsored Projects” located here, for more information:

<https://vpfa.boisestate.edu/purchasing/files/2018/09/BoiseStateUniversity-Purchasing-Procedures-for-Federally-Funded-Sponsored-Projects.pdf>

Contact Lori Farris or David Dickman with any questions (contact info. at top of this page).

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SPONSORED PROJECT FUNDED PURCHASES FOR GOODS

(APPLIES TO: PURCHASES **ABOVE YOUR SET P-CARD LIMIT**, AND APPLIES TO ALL SPONSORED PROJECT FUNDS SUCH AS FEDERAL, STATE, PRIVATE, ETC.)

If you wish to purchase goods that are partially or fully funded by a sponsored project, and are **above your University P-Card limit**, you must do the following PRIOR to purchasing the goods:

- Follow the same process for entering a **Standard Purchasing Requisition** that you follow for all other funding sources (local, appropriated, etc.); there is no difference in requisition entry.
- **Job Aid for entering Standard Purchasing Requisitions:**

[https://vpfa.boisestate.edu/process/UFS-training/OFC/Creating-Submitting-Standard-Purchasing-Requisitions_JOB AID.pdf](https://vpfa.boisestate.edu/process/UFS-training/OFC/Creating-Submitting-Standard-Purchasing-Requisitions_JOB Aid.pdf)

PURCHASING REVIEW OF YOUR REQUISITION

Purchasing Review of your requisition:

Once your requisition has received all workflow approvals in OFC, including from an Office of Sponsored Programs (OSP) Sponsored Project Administrator (SPA) for Federally Funded purchases at and above \$10K*, Purchasing receives your requisition.

Upon receiving your requisition, Purchasing will do the following:

- Notify you if the goods you wish to purchase will need to be competitively bid prior to purchase.
- Notify you if any bidding exemptions apply to your purchase and if any related forms are required from you.
- Negotiate terms, as needed, with the vendor (for purchases costing under \$10K, Purchasing will negotiate).
- Add any required supplemental terms, flow down terms, or other required terms and conditions to the bid (if a bid is required) and to the PO.
- Perform all required System for Award Management (SAM) checks.

Once all required bidding, negotiation, or other processes have been completed by Purchasing and OSP (if applicable), you will receive a copy of the PO via email (when Purchasing emails the PO to the vendor).

*Note on **federally** funded purchases of goods: Standard purchasing requisitions that are federally funded and \geq \$10K route electronically in OFC to OSP SPAs for review; this occurs prior to arriving in the Purchasing queue. You may be contacted by OSP regarding your requisition. OSP SPAs will review your requisition for allowability, allocability and reasonableness (see, e.g., [Basics of Charging Costs to a Sponsored Project](#)). If approved by OSP, your requisition will then be routed to Purchasing for its review as described above. If not approved by OSP, your requisition will be returned to you with an explanation.

INVOICE PAYMENTS – HOW TO PAY INVOICES AGAINST PURCHASE ORDERS

If you receive an invoice directly from the vendor OR after you receive an invoice from AP, do the following:

When you are ready to pay an invoice against the PO, you will complete the AP Smartsheet “Standard Requisition Payment Approval” found here:

<https://app.smartsheet.com/b/form/505a0dec63e34dc49c7357edcafeeb4e>

Per the instructions at the bottom of the Smartsheet form, you will attach your invoice.