

POLICY:

Issued: January 16, 2015

This policy is to administer the encumbrance of contract funds for capital and minor projects by means of the PO Contracts.

PURPOSE:

The purpose of this policy is to outline the procedures established to encumber contract funds for capital and minor projects through a PO contract for Washington University School of Medicine.

DEFINITIONS:

Market Place – University System used to create a PO contract to encumber funds for project contracts

AIS-Administrative Information System (Washington University)

CAA- Construction Accounting Assistant

POLICY GUIDELINES:

- A. The fully executed contract is received in Business Operations
- B. The CAA logs into AIS and selects Marketplace in the left side menu
- C. Click on Go To Marketplace.
- D. Select non-catalog item from the Go To menu.
- E. CAA enters description of supplies, equipment, or services requested:
 1. Enter supplier name
 2. Enter the scope of work, bid/proposal information including proposal date, number and contact information, contract details if applicable, project number and title in the product description field.
 3. If ordering supplies or equipment, enter catalog number. If ordering services, enter NA.
 4. Enter quantity of items requested in the Quantity field.
 5. Enter contract amount in the price estimate field.
 6. Click on Save and Close, or Save and Add Another if there is more than one item, scope of work, or reimbursable expenses.

7. Override the billing address by clicking on the “edit” button in the Bill To field. Change to the Capital Projects address by clicking on “click here”. Select Capital Projects then click save.
8. Next change the Ship to address in the Shipping field by clicking on “edit”. Add requestor (project manager) name on Rm/Attn: line then add department name (Capital Projects) to contact line 2.
9. In the Internal Notes and Attachments field add project number and name. If supporting documents are being attached such as a proposal, note in this field as “attaching backup”. Enter tax exempt information, if applicable, including the project number and start and end dates. Scan documents you need to attach to PO and save. Click on attachments to upload supporting documents.
10. Add the project account number to be billed by clicking on edit in the accounting codes field. Add the Ledger-Class (52 for plant funds, 12 for 93 funds), Department-fund (00XXXX(SP) XXXXX, and Subclass-Object (XXXX). Save document and click on Create Requisition. Note requisition number on proposal and give to FA for approval in a yellow folder.