Procurement Procedures

Procurement Services (PS)

9.0 Foreign Branch Campus Procurement Procedures Addendum

9.1 Non-Capital Purchases made by a Foreign Branch Campus (items less than $5,000 and one-time suppliers)

a) For those items procured with a cost of less than $5,000 and where there is a one-time use of a supplier, referring to the Carnegie Mellon Procurement Policy and Procedures manual, these purchases can be made utilizing a locally established bank account, or alternatively, can be made with the use of a local Petty Cash fund (refer to separate Carnegie Mellon Petty Cash policies and procedures for additional guidance).

b) Carnegie Mellon Foreign Branch Campus Finance office completes the appropriate ‘Request for Payment Form’, including complete and accurate business purpose, accounting distribution instructions, and appropriate authorization signatures.

c) Carnegie Mellon Foreign Branch Campus Finance office issues a check for payment to the Supplier (or, makes cash payment from the Petty Cash fund).

d) Carnegie Mellon Foreign Branch Campus Finance office submits all original documents to Carnegie Mellon Pittsburgh Finance Office for official record retention purposes.

9.2 Other Non-Capital Purchases made by Foreign Branch Campus

a) For those non-capital items procured with a cost of $5,000 or more, or in those situations where recurring purchases are made to the same supplier, referring to the Carnegie Mellon Procurement Policy and Procedures manual, these purchases are to be made by utilizing the Carnegie Mellon Oracle Purchase Order system, Tartan Trust Card, or, where appropriate, by completing the ‘Request for Payment Form’.

b) Where a Purchase Order will be issued, referring to the Carnegie Mellon ‘Oracle Purchasing User Procedure Manual’ (see: https://synergy.as.cmu.edu/~fmp/documentation/PO_User_Manual_V2.pdf), Carnegie Mellon Foreign Branch Campus Finance Office processes a Purchase Order request, which will be approved by Carnegie Mellon International Finance Office in Pittsburgh, or their designee. Further, all payment processing will be handled from the Pittsburgh Office.
c) Where a Tartan Trust Card will be used, referring to Section 5 (TARTAN TRUST CARD PROGRAM - PROCUREMENT CARD PROCEDURES), authorized Buyers will procure goods or services. Note: Purchases of equipment, furniture or software where a single item equals or exceeds $1,000 is still prohibited using a procurement card.

d) Where a ‘Request for Payment Form’ is used, Carnegie Mellon Foreign Branch Campus Finance Office will complete the form, including complete and accurate business purpose, accounting distribution instructions, and appropriate authorization signatures.

1. Carnegie Mellon Foreign Branch Campus Finance office submits all original documents to Carnegie Mellon Pittsburgh International Finance Office for approval, including, a ‘Supplier Setup Form’ and ‘Wire Transfer Request Form’, where necessary. In the case of a ‘Supplier Setup Form’, it is only necessary to submit the first time a new supplier is utilized. In the case of the ‘Wire Transfer Request Form’ it should be completed with each transaction that will be settled with the supplier using wire transfer as the method of payment.

2. Upon approval from the Pittsburgh International Finance Office, payment will be made to the supplier.

3. The Carnegie Mellon Pittsburgh International Finance Office will retain all submitted information for official record retention purposes.

9.3 Capital Purchases made on a Foreign Branch Campus – Purchases Made Through a Sponsoring Agency

(Example of Procedures to be followed when a Sponsoring Agency requires the purchase of Capital Assets through their agency)

a) Based on Carnegie Mellon Qatar internal need and budget, Carnegie Mellon Qatar Finance Office completes a ‘Materials/Services Requisition Form’ following a template provided by the Qatar Foundation Purchasing Department.

b) The ‘Materials/Services Requisition Form’ is submitted to the Carnegie Mellon Qatar Chief Operating Officer for approval.

c) The approved ‘Materials/Services Requisition Form’ is forwarded to the Qatar Foundation Purchasing Department.

d) The Qatar Foundation Purchasing Department executes and manages the complete purchasing process, including the collection of supplier quotations, issuing the purchasing order, processing supplier invoices for payment.

e) The Qatar Foundation Purchasing Department will consult with Carnegie Mellon Qatar for technical specifications, as well as for supplier and price evaluation.

f) The Qatar Foundation Purchasing Department will provide Carnegie Mellon Qatar Finance Office with a copy of an executed Purchase Order.

g) The supplier will deliver materials directly to the specified Carnegie Mellon Qatar location (unless special arrangements are made to have the items picked up from the supplier).

h) The Qatar Foundation will accept and process a supplier invoice once they receive a ‘Signed Delivery’ note from Carnegie Mellon Qatar. This original invoice is sent by
the Qatar Foundation to Carnegie Mellon Qatar for approval by the Chief Operating Officer.

i) Once approved, the Qatar Foundation will pay the supplier and charge the Carnegie Mellon Qatar account (which is to be reconciled on a monthly basis).

9.4 Capital Purchases made in Pittsburgh in support of a Foreign Branch Campus

a) Carnegie Mellon University Foreign Branch Campus may procure capital assets outside of the Sponsoring Agency’s established protocol for procuring capital assets if Carnegie Mellon can secure better purchase price and/or justify to the Sponsoring Agency why the asset should be procured outside the established protocol.

b) These purchases will be processed on a Purchase Order following Carnegie Mellon Oracle Purchasing procedures. All such purchases should be charged in Oracle to Object Code 86115 (‘Equipment Not Titled to CMU’).

c) Carnegie Mellon Pittsburgh International Finance Office reconciles and maintains a listing of capital purchases to be provided to the Sponsoring Agency as part of the Quarterly Financial Reporting Process. These acquisitions are not included as part of the records maintained by the University Property Accounting Services Department.