

**Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
Office of Sponsored Programs**

**Policy & Procedure
Requisitioning for Goods, Services,**

This policy applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI), (collectively, “HPHC/I”) personnel who are engaged in instruction, education and research.

Policy

It is the policy of HPHC/I that:

- All personnel retained by or working at or for HPHC/I conduct HPHC/I business in accordance with U.S. laws and regulations.
- All purchases for goods, services and subcontracts must be submitted through the Oracle Requisition and Purchasing Module.
- It is the responsibility of HPHC/I investigators/project managers to initiate requisitions and pay expenses for goods and services via the Department of Population Medicine (DPM) requisition coordinator. HPHC investigators can petition the Office of Sponsored Programs (“OSP”) to do this for them by contacting their OSP Grants Manager (GM).
- It is the responsibility of the OSP GM to initiate requisitions to pay subcontractor invoices through the OSP Associate Grants Administrator (AGA).
- Subcontractor invoices will not be paid until a fully executed subcontract is received in OSP.
- All subcontracts must contain a clause that flows down requirements relative to compliance with U.S. export controls, anti-terrorism and anti-money laundering.

Procedure

Grant/Contract Subcontract requisitions for standing Purchase Orders

When a subcontractor invoice is received, the AGA will again screen the subcontractor via SAM and CSL and verify that the subcontractor does not appear in either database. Provided the subcontractor does not appear in either database, the AGC will submit a requisition (and notify the GM by email) that includes the subcontractor name, the project number which will be charged, and the requested amount, and also note that the subcontractor was successfully screened as provided above. (See Policy and Procedure: **Export Control and Restricted Persons Screening in Procurement and Payment**).

Once the AGC submits the requisition, the GM will receive work-flow notice to approve. If over \$3,000, the requisition will be forwarded along per the system workflow to the Director, OSP. .

Requisitions for subcontracts over \$100,000 must be approved by the HPHC Controller and the HPHC Chief Financial Officer (CFO)., In this case AGC attaches a copy of the contract or modification and the award to the requisition for the Controller and CFO's information..

Requisitions for HPHCI Faculty Grants and other Department of Population Medicine expenses (AF) should be entered using ORG 999

A purchase order (PO) is automatically closed by the system when all the funds are paid out or there is no activity against it for three months. POs that have been 95% spent will also be closed but can be reopened if not marked as "Finally Closed" in Oracle.

POs that are over two (2) years old and that have been automatically closed as described above must be reduced to the amount paid to date, using the change order process. This will close the PO and release the unspent project funds.

Once the original PO has been closed, a new PO for the released funds can be requested as described above or the funds can be added to an appropriate existing PO by adding the released funds to it via an iReq.

References

Policy and Procedure: Export Control and Restricted Party Screening
HPHC Procurement Services Policy
HPHC Finance Handbook of Policies and Procedures