Division of Geriatrics – Purchasing Guidelines

Below are the guidelines and considerations for purchasing lab supplies and equipment through the Geriatrics Business Services team (geri_purchase@medicine.wisc.edu).

Ordering Lab Supplies & Equipment

• Identify 1 main lab contact to provide all orders
• Provide details on the items you wish to order by completing the Geriatrics Purchasing Request Form
  – Access the Excel form here: G:\Team\Geriatrics General\Purchasing\Geriatrics Purchase request form.xlsx
• Email the form to geri_purchase@medicine.wisc.edu
  – Include:
    • Supplier
    • Web link and price OR item quote
      – Note that all prices and quotes must be current
      – You will be provided information to help purchase items that are >$5,000.
    • Quantity
    • Shipping address
      – Large item purchases may follow specific SOP processes to ensure onsite personnel are ready to assist deliver items from the loading dock to their final destination
• Funding string
  – Confirm with your post award accountant to ensure the appropriate fund is used

Assistance Locating Items to Order

• Browse items on UW Shop (i.e. window shopping)
  – Access the instructions here on how to login and start browsing: G:\Team\Geriatrics General\Purchasing\ShopatUW Login Instructions.pdf
  – Identify 1 key lab person who will be doing all ordering
  – Contact the Geriatrics Business Services team to schedule a 10-min Microsoft Teams call to walk through how to use (geri_purchase@medicine.wisc.edu)
**Communication Expectations**

- Within 48 hours, the Geriatrics Business Services Team will send you an email with a confirmation of your order, along with details on delivery.
- If you have any orders that have not arrived or if you have questions on the status of an order you placed, please send an email with the item # and order confirmation # to geri_purchase@medicine.wisc.edu so the Geriatrics Business Services Team can assist you.

**Purchasing Card and MD Number Guidelines**

There are several items to consider when determining how to purchase items and if your research team is appropriately trained and informed to take on full ownership of purchasing items in support of grants-focused research.

- Geriatrics has hired an expanded Financial Services Team to assist with purchasing within a 24-48 hour turnaround time; however, there is an unfortunate perception that purchasing and receiving items is faster when it is accomplished independently and separately. The time from purchase to receipt is a result of following the UW guidelines, and the best way to equitably assist everyone across our Division is through geri_purchase@medicine.wisc.edu.

- Several PI teams are asking to have their own Purchasing Card (P-Card) with the unfortunate perception that this is simpler and avoids the $5000 limit; however, each purchase still has to appropriately adhere to the UW guidelines and federal grant rules. There is a significant risk of inviting a major audit if purchases do not strictly follow UW guidelines and federal grant rules.

- Geriatrics has experienced several issues with some research teams who have P-Cards and shop through ShopUW using MD Numbers, mostly due to a gap in understanding account codes and how to appropriately purchase on funding strings. As a result, multiple purchases on P-Cards are causing significant issues with adhering to UW guidelines, as well as federal grant rules. These are at high risk for a potential major audit across the Division.

- A P-Card may not be the best solution for all labs, when the following exist to assist you:
  - Purchase through the Geriatrics Purchasing email: geri_purchase@medicine.wisc.edu.
  - Purchase through the ShopUW using an MD number, avoiding the complexity of the P-Card; however, there is a requirement that each team takes full responsibility of making all of the edits to charge appropriately to each project and also know which project to charge to. If edits are not completed in a timely fashion, this introduces a high potential for a major audit.

- Unfortunately, there has been a misunderstanding that training for using a P-Card, MD Number, or being a Site Manager is accomplished through a single training session. The opposite is true, and to remain current and knowledgeable about UW guidelines and federal grant rules, all personnel must be attending regular training from the UW on changes in policy and grants funding changes.

- If a P-Card exists, each purchasing team must have three people identified. One who will hold the P-Card (issued in their name) and both a Site Manager AND a backup Site Manager listed on the P-Card application. If reconciliation deadlines are not met, cost transfers must be done by the Site Manager. This requires additional and specific RSP training available to register for
here: https://rsp.wisc.edu/training/index.cfm. In addition, the P-Card Holder must regularly communicate with the Site Manager for timeliness. Geriatrics is unfortunately not able to assist in a backup role to assist teams.

- If a P-card exists, electronic records of all invoices/receipts must be meticulously maintained and maintained indefinitely. These records must be available upon the closeout of all research awards. All charges made on extramural funding are reviewed at the time an award is closed. The P-Card holder and/or Site Manager must be able to provide detailed information on each purchase which will include items purchased, purpose and how the purchase benefited the research it was charged to.

**Expectations for MD Number Holders**

- Know and understand:
  o UW purchasing policies
  o Account codes to charge to (https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0I1XruzErTdYtDTITaur__tQ5jo/edit#gid=0)
  o Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant (https://rsp.wisc.edu)
  o Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks
  o Maintain electronic records of all transactions made to research awards and be able to justify expenses upon award closeout.

- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your MD number will unfortunately be revoked. At that time, all purchasing must be performed through geri.purchase@medicine.wisc.edu.

**Expectations for P Card Holders**

- Know and understand:
  o UW purchasing policies
  o Account codes to charge to (https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0I1XruzErTdYtDTITaur__tQ5jo/edit#gid=0)
  o Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant (https://rsp.wisc.edu)
  o Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks
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- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your P-Card will unfortunately be revoked. At that time, all purchasing must be performed through geri.purchase@medicine.wisc.edu.

**Expectations for P-Card Site Managers:**

- UW purchasing policies
- Account codes to charge to (https://docs.google.com/spreadsheets/d/10pxZdyFg8bRGV8h0I1XruzErTdYtDTITaur__tQ5jo/edit#gid=0)
- Understand the grant, with each grant having its own details on the type of charges allowed, as well as restrictions on the grant (https://rsp.wisc.edu)
- Be fully responsible for timely edits when a charge is not appropriate to the project – every 2 weeks
- Maintain electronic records of all transactions made to research awards and be able to justify expenses upon award closeout.

- If you are not able to meet all of the above items and an issue occurs where any of the above are not followed, your Post-Award Accountant will send a warning. If a 2nd issue occurs and any of the above items are not followed, your P-Card will unfortunately be revoked. At that time, all purchasing must be performed through geri_purchase@medicine.wisc.edu.

**Lab Team Assessment**

- It is important that each P-Card Holder, at least annually, reassess if a P-Card is needed, given the considerations expectations listed above.
- If you have assessed and are comfortable as an experienced P-Card Holder to maintain current knowledge and spend appropriately per projects and within guidelines, and you have both a Site Manager and backup Site Manager identified and comfortable with the process, it is fine to keep the P-Card.
- If a P-Card is no longer needed, complete the appropriate form: [https://businessservices.wisc.edu/documents/account-update-request/](https://businessservices.wisc.edu/documents/account-update-request/).
- To end or change Shop@UW MD number, complete the appropriate form: [https://shopuw.wisc.edu/account-setup-revision-2/](https://shopuw.wisc.edu/account-setup-revision-2/).