

Ways for PIs to Purchase Goods and Services on TAMU Sponsored Projects

I. BAM (Less than \$10K) Process

- i. Requisitioner/Shopper orders in BAM
 1. Must select NIGP codes (*New Requirement)
 2. NIGP code assistance available from FMO and department/college- cheat sheet provided on Division of Finance and Administration website here: <http://it.tamuz.edu/bam/documentation/reference-documents/>. Click on the “FAMIS Subcode to NIGP Cross Reference” link under “Reference Documents”.
 3. Enters Account Number into BAM
- ii. Sent via BAM to Department Business Office approval
- iii. Sent back to Requisitioner to convert to P.O.
- iv. Sent via BAM to Vendor and encumbrance made on the account
- v. Goods Received (Some departments may want acknowledgment from PI that goods received (email or initial invoice etc.)
- vi. Entry is made into BAM that goods received
- vii. Invoice sent via BAM to FMO for fiscal compliance review.
- viii. If low-risk NOT requiring SRS review, it is sent to FMO for payment release and then expensed to account.
- ix. If high-risk requiring project compliance, it is sent to SRS for review and approval before going to FMO for payment release and being expensed to account.
- x. If there is an issue with project compliance, SRS calls the PI, or PI delegate.

II. RPA (Phone or Online Orders) (Less than \$10K)

- i. Requisitioner/Shopper phones in order to the vendor; asks that goods/ invoice be sent to TAMU
- ii. Goods Received (Some departments may want acknowledgment from PI that goods received (email or initial invoice etc.)
- iii. Department receives invoice for payment.
- iv. PI provides an account number to the person entering info into BAM.
- v. Entry is made into BAM that goods received
- vi. Invoice sent via BAM to FMO for fiscal compliance review.
- vii. If low-risk NOT requiring SRS review, it is sent to FMO for payment and expensed to account.
- viii. If high-risk requiring project compliance, it is sent to SRS for review and approval before going to FMO for payment release and being expensed to account.
- ix. If there is an issue with project compliance, SRS calls the PI, or PI delegate.

III. Personal Reimbursement (Less than \$10K)

- i. Requisitioner/Shopper purchases goods and services on personal credit cash and submits receipts/invoice for reimbursement
- ii. Goods Received (Some departments may want acknowledgment from PI that goods received (email or initial invoice etc.)
- iii. PI provides the receipt/invoice with an account number to the person entering info into BAM (PI may have to certify reimbursement claim)
- iv. Entry is made into BAM that goods received
- v. Invoice sent via BAM to FMO for fiscal compliance review.

- vi. If low-risk NOT requiring SRS review, it is sent to FMO for payment and expensed to account.
- vii. If high-risk requiring project compliance, it is sent to SRS for review and approval before going to FMO for payment and being expensed to account. If there is an issue, SRS calls the PI

IV. Over \$10K Purchases – Under Consideration

- i. Sent via BAM to SRS for Project Compliance
- ii. Sent from Project Compliance to Purchasing
- iii. Helps mitigate risks for PI and University over \$10k

V. Procard – Follow the departmental guidelines for use of procards.

Roles and Responsibilities:

1. The PI, not the department, college or SRS, is responsible if the purchase is not allowed on the project. The PI is the responsible person for overall administrative, fiscal, scientific and technical direction and conduct of a sponsored project within the terms and conditions of the award and in accordance with University and System rules and regulations.
2. SRS, not the department or college, is responsible for project compliance (allowable, allocable, reasonable budgeted) including a special review of the high risk acquisition after it is purchased but before the invoice is paid to the vendor or billed to sponsor.
3. Note: Use of the RPA, Personal Reimbursement, and the Procard method for purchasing goods and services come with some additional liability. Using these methods will not reduce project balance at the time of order since there is no interface with the accounting system. Project balances will not reflect the items ordered until the invoice is paid on the project. However, purchasing through BAM will encumber funds on the project and will be reflected in the balance.