

### Standard Operating Procedure: FSS018 – WORKING DRAFT

**Title:** Project Set Up and Purchasing Process

**Creation Date:** 8/27/2020, updated 8/27/2020

**Intent:** The purpose of this internal procedure is to provide written guidance on requesting Project ID's and setting projects up in AiM, and ensuring consistency in the purchasing process for Projects.

**Responsible Staff:** All FM Financial Analysts and Purchasing personnel are responsible for following the procedures outlined below.

### Project Set Up - Financial Point Person

The Financial Analyst responsible for requesting the project chartfield, setting up the project in AiM, and serving as the point of contact for financial questions for projects will be:

- **Project Financial Analyst**
  - Projects which are managed solely by a Planning, Design & Construction (PD&C) Project Manager (PM) with most or all purchases/contracts being executed directly by Contracts & Procurement (C&P)
  - Projects which are managed by a PD&C PM, but have a component that will be managed by a Facilities Project Supervisor (FPS) via a work request. These projects may have a mix of purchases/contracts that are executed by C&P and FM concurrently.
  - Will charge customer a PM Fee
- **Facilities Financial Analyst**
  - Projects which are managed by an FPS that require no involvement by PD&C.
  - Projects which are managed by an FPS that require minimal involvement by PD&C, such as design work or consultation.
  - There will be no PM Fee associated with the Project

### Purchasing Transactions

For Projects Managed by a Facilities Project Supervisor (FPS) or Project Manager (PM), all purchasing transactions will use the appropriate account with the following chartfield:

**xxxxxx\_HM500\_D30023\_00000\_00000\_000000**

- For commodity or service requested via an AiM Purchase Request and paid using a ProCard or Purchase Order
- For vendors that we pay with "ProCard on file"

**Project Chartfield in PeopleSoft**

- For contracts or services that require execution by Contracts & Procurement whether entered as a request in AiM or not
- Requested directly to C&P by an FPS or PM
- Requisition for a commodity or service on an out-sourced project

The Financial Analyst will reimburse the warehouse for purchases made on Blanket Purchase Orders with a \$Dollar Amount (using the Warehouse Chartfield) when billing the work order.

**REFERENCES**

- FSS008-181012 Blanket Purchase Orders