

## Procedure for Processing Requisitions/POs for Subagreements Utilizing External Funds

### Processing Requisitions:

When filling out the requisition please make sure the funds are loaded correctly for subagreements (subcontracts or sub-awards) using grant funds. The first \$25,000 for each separate subcontractor or subawardee should be loaded to category 772951 (category code 95701) and any remaining balance should be loaded to category 772952 (category code 95702). If the requisition goes over the initial \$25k threshold please make sure that any amount over \$25,000 is listed as a separate line on the PO and loaded to category 772952(category code 95702). These requisitions should always be set up as “amount only” and services. If there is any reason that the funds need to be loaded differently than as described above please discuss this with your ORED Post Award representative and notify Purchasing; failure to do this may result in a delay in processing. Additionally, please include a description of the services, as outlined in the subcontract or sub-award and CFDA numbers on the requisition description field and attach the subcontract and any amendments in the Header Comments.

If the supplier (subcontractor or subawardee) is named in the grant, type in the requisition comment: BOG Exemption 18.001 (6)(d) 14, Purchases from firms or individuals that are prescribed by state or federal law, or specified by a granting agency. If the supplier (subcontractor or subawardee) is not named in the grant but is a governmental agency, another University or political subdivision then on the requisition comments, type in: BOG Exemption 18.001 (6)(d). Finally, if the requisition exceeds \$75,000 and is for a subcontract or subaward that is not named in the grant then a Sponsored Research Bid Exemption should be completed and processed through ORED and Purchasing. Please type in the requisition comment: Exemption 18.001 (6)(d) 24 on the requisition comments when using a Sponsored Research Bid Exemption. Please make sure you have attached the fully executed copy of the subagreement or subagreement modification to the requisition.

### Processing Purchase Orders:

The first \$25,000 for each subcontractor/sub-award should be loaded to category code 95701 and any remaining balance should be loaded to category code 95702. The first line item should be 95701 and must be under \$25,000. If the requisition goes over the initial \$25,000 threshold please make sure that any amount over \$25,000 is listed as a separate line on the PO and loaded to category code 95702. These PO should always be set up as “amount only” and services. Please include a description of the services, as outlined in the subcontract or sub-award and CFDA numbers on the PO line item description field.

### Processing Change Orders:

If a PO for a subcontract or sub-award has been issued and there is an amendment to the contract, then a change order must be processed to the original PO. All spend under a subcontract or sub-award using grant funds needs to be maintained under the original PO. If Purchasing receives a requisition that references a change order and/or is an amendment for a subcontract or sub-award and it is not processed as a CO, the requisition will be canceled by Purchasing and a CO must be submitted by the requestor referencing the original PO. If you need to enter a change order for a subcontract or sub-award at any point, please be sure to reference the initial PO number in the line description of the CO. Please follow the same steps outlined above for completion and submission of the requisition for a CO. If the initial PO exceeded the \$25,000 or if the change order amount makes the total amount for both PO and change order more than \$25,000, then please be sure to use the appropriate category, 772952 (category code 95702). If the initial PO was for less than \$25,000 and the change order does not make the total amount for both PO and CO more than \$25,000 then you may still use the category 772951 (category code 95701). Please attach the fully executed amendment to the requisition that reflects the amount of the CO. A PO for a subcontract or sub-award can be reopening, if additional services are needed after the PO has closed.

Please find step by step guide (UPK) on how to create a “change order” below:

[http://panthersoft.fiu.edu/UPK/Financials/Publishing%20Content/PlayerPackage/tpc/44b071e4-113a-4ceb-961e-b3284efd9351/topic.html?mode=T&printitname=44b071e4-113a-4ceb-961e-b3284efd9351\\_JOB.AID.pdf](http://panthersoft.fiu.edu/UPK/Financials/Publishing%20Content/PlayerPackage/tpc/44b071e4-113a-4ceb-961e-b3284efd9351/topic.html?mode=T&printitname=44b071e4-113a-4ceb-961e-b3284efd9351_JOB.AID.pdf)