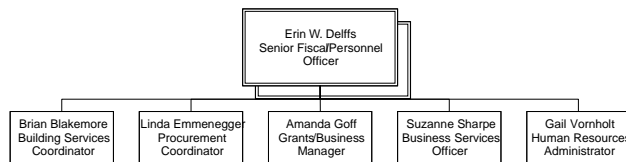
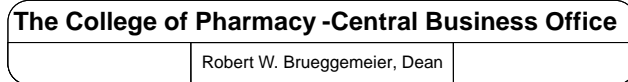


College of Pharmacy- Central Business Office (CBO)

Update of organization, policies
and procedures

February 27, 2007

CBO-Organization



Who to Contact?

- Linda Emmenegger- Procurement activities- ordering, procards, etc
- Amanda Goff- Any grant related issue, procurement and approval
- Gail Vornholt- Hiring, Procards on Fridays
- Suzanne Sharp- Start-up and release time funds, ordering issues, keys
- Brian Blakemore- Building issues, inventory

Procurement Process

- Requisition form (1303) –see sample <http://www.pharmacy.ohio-state.edu/services/admin/cbo/forms/OSURequisitionForm.xls>
**Please fill out in its entirety (typed) and submit via email from authorized person
or print and obtain signature from authorized person (PI or delegate)**
- 1. Requisition is entered into PeopleSoft by Division Coordinator, CBO, or other designate
- 2. Once entered in PeopleSoft, the req “workflows” to SFO and Grants/Business Manager for approval
- 3. After requisition is approved, CBO delegated buyers (Emmenegger, Sharp) build into a PO
- 4. PO workflows to SFO & Grants/Business Manager for approval
- 5. PO is dispatched by delegated buyer

Procurement Process cont'd

- If it is an OSURF order, steps 3, 4, and 5 are handled at OSURF
- CBO delegated buyers can enter from form 1303 as a PO – eliminates 1 approval step
- 100W's must be logged out
- Must follow the same principles as external ordering (initiator and approver)

Procurement Cards

1. The individual receiving the card must sign the log, not just have their name entered in to the log by the card manager.
2. When the card is returned, the log must be signed again by the purchaser.
3. Transaction form <http://purchasing.osu.edu/pcard/forms/TransForm.doc> must be filled out when picking up card and finished and signed when returned-see sample
4. One form per vendor

Travel

- Follow instructions at <http://busops.osu.edu/travel.php>
- Email Erin Delffs when order is ready for approval-please include T# and any special instructions
- Please supply Linda Emmenegger with originals for reimbursement.
- Please make sure the final document is signed by the traveler

PRO System (FAS12)

- GOOD NEWS!- Stores no longer processes cash reimbursements-no minimum
- All reimbursements should be submitted on the PRO system
- Originals will be kept in the CBO

Hiring

- Consult with Delffs/Goff to confirm funding source
- Put together job description in consultation with Gail Vornholt
- Forms online <http://www.pharmacy.ohio-state.edu/services/admin/cbo/forms.cfm>
- Completed description to HR by Wednesday for posting one week from the following Saturday
- Position will post for 1 week
- Applications will be available the Wednesday after the Sunday end of posting
- Please consult with HR before any offers are made (including verbal) to make sure the offer conforms with University guidelines
- Written offer letters must come from HR

Questions?