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SMG 2610.18

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PROCUREMENT AND SUPPLY MANAGEMENT

PROCUREMENT

INAPPROPRIATE UFMS PURCHASING MODULE USAGE

Effective Date: 08/03/2009

1. Purpose
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5. History

1. PURPOSE

To provide guidance on the role of the PO Modifier with respect to changes to obligations.

2. POLICY

With respect to **prior year** obligations, PO Modifiers outside of OFM are only authorized to modify P-Card obligations created directly in the PO Module or through iProcurement as an 'N' type requisition. No other prior year direct obligations are permitted to be changed.

With respect to **current** year obligations, PO Modifiers are only permitted to modify direct obligations created through the PO Module or through iProcurement as an "N" type requisition. The list of goods/services authorized to be created as Direct Obligations can be found in SMG 2610.14 – Procurement and Supply Management – Procurement Standards for the Use of Direct Obligations.

Under no circumstances are PO Modifiers authorized to modify any obligations awarded through PRISM by OAGS or OFFAS regardless of the fiscal year.

Specifically, individuals with the PO Modifier role are prohibited from making changes to the following obligations:

- 103

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- 222
- 223
- 224
- 320
- 321
- F
- HHSF

Requests for changes to the above obligations should be forwarded to the UFMS Helpdesk or the appropriate OAGS or OFFAS representative.

Users in violation of this policy will have their PO Modifier account suspended. Upon violation, a memo containing the name of the user and the specifics and impact of the change will be sent to the appropriate Executive Officer.

Accounts will be reactivated only after successful completion of training. A second violation of the policy will result in termination of PO Modifier access to UFMS.

3. RESPONSIBILITIES

A. Director, OFM – The Director of OFM is responsible for sending a letter to appropriate Center Executives outlining violations of this policy

B. Purchasing Module Lead, OFM – The UFMS Purchasing Module Lead is responsible for suspending, terminating and reactivating accounts of users violating this policy

4. EFFECTIVE DATE

This policy is effective as of William Collinson, Acting Director – Office of Financial Management, effective August 3, 2009.

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5. Document History -- SMG 2610.18, Inappropriate UFMS Purchasing Module Usage

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	08/03/2009	N/a	OC/OO/ OM/OFM	William Collinson, Acting Director, OFM