



Procedure
Quality Management System
MS ISO 9001:2015

GRANT PURCHASE REQUISITION

Ref No.	AIMST-SOP-RMC-05
Effective Date	01-July-18
Revision	00
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PROCEDURE

GRANT PURCHASE REQUISITION

Prepared by	Reviewed by
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Approved by	
VICE CHANCELLOR	



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REVISION HISTORY

Rev. No	Rev. Date	Summary of Changes	Author

UNCONTROLLED DOCUMENT

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1.0 OBJECTIVE


This procedure describes the process of grant purchase requisition.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Accounts division staff for all approved funding.

3.0 ABBREVIATION

PI	:	Principal Investigator
Co-I	:	Co-Investigator
DRMC	:	Director of Research Management Centre
RMC	:	Research Management Centre
RDO	:	Research & Development Officer
FAD	:	Finance & Account Division
FADS	:	Finance & Account Division Staff
GRA	:	Graduate Research Assistant
Rg	:	Registrar
PDF	:	Post-doctoral fellow
PR	:	Purchase Requisition
PO	:	Purchase Order
VC	:	Vice Chancellor

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4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Co-investigator	:	The co-researcher for a grant project
Finance & Account Division	:	The Division that is responsible for financial record management, handling financial and banking transaction as well as providing procurement services to the university
Finance & Account Division Staff	:	A person who manages the financial affairs of the university
Grant	:	Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel
Graduate Research Assistant	:	Postgraduate student employed on a contract basis by university under the research grant for the purpose of assisting in research
Post-doctoral fellow	:	A Doctor of Philosophy (PhD.) holder hired on a contract basis by the university under the research grant to professionally conduct and manage research after the completion of their doctoral studies
Purchase Order	:	A document issued by University to a seller, indicating types, quantities, and agreed prices for products or services



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- Purchase Requisition : A document used by a department to request that the purchasing department order materials or merchandise
- Invoice : The term "invoice" refers to invoice, tax invoice or Proforma invoice
- Delivery order : A document that lists goods that have been supplied or services that have been done
- Virement : The transfer of fund from one vote to another vote within the same grant
- Vote : Classification of grant expenditure

5.0 REFERENCE DOCUMENT

No.	Document Name	Location	Ref. No.
5.1	MS ISO 9001:2015 Standards	Registry	
5.2	Quality Management System Manual	Registry	

6.0 INPUT PROCESS

6.1 Purchase Requisition Form

7.0 OUTPUT PROCESS

- 7.1 Purchase order
- 7.2 Delivery order
- 7.3 Invoice



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8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Purchase Requisition Form	AIMST-SOP-RMC-05-01	FAD	7 years
8.2	Purchase Order		FAD	7 years
8.3	Grant Ledger		RMC	7 years
8.4	Delivery order and invoice		FAD	7 years
8.5	Delivered Item/ Service Evaluation Form	AIMST-SOP-RMC-05-02	RMC	7 years

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9.0 APPENDIX

9.1 Work Process Flow

Responsibilities	Work Flow	Work Process	Quality Record
PI/ Co - I	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Complete{Complete?} Complete -- No --> Step1 Complete -- Yes --> Step3[Step 3] Step3 --> Accurate1{Accurate?} Accurate1 -- No --> Step2 Accurate1 -- Yes --> Step4[Step 4] Step4 --> Accurate2{Accurate?} Accurate2 -- No --> Step3 Accurate2 -- Yes --> End([End]) </pre>	1. Filling up the Purchase Requisition Form and providing all the necessary documents as stated in the PR checklist appended with form.	PR form
RDO		2. Checking for the completeness of the requisition. If the form is incomplete it will be sent back to the PI for amendment.	
DRMC		3. Verification of the form and ensures the spending is according to the Vote allotted.	
FADS		4. Verification of the availability of fund under the account.	



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VC/ Rg	<pre> graph TD Start(()) --> S5[Step 5] S5 -- 2 days --> S6[Step 6] S6 --> S7[Step 7] S7 --> S8[Step 8] S8 --> S9[Step 9] S9 --> S10[Step 10] S10 --> End([End]) </pre>	5. Approving the purchase requisition.	
FADS		6. Generates the Purchase Order.	PO
PI/GRA/PDF		7. Checking on the specification, time of delivery and quantity of items/service.	Delivered Item/ Service Evaluation Form
		8. Submission of Invoice & Delivery order.	
RDO		9. Endorsing the Invoice & Delivery order followed by submission to FADS.	-Invoice -Delivery Order
FADS		10. Processing payment.	