

Baltimore Research and Education Foundation, Inc.	Purchase Orders Policy		No.	26
			Effective Date	03/12/2009
			Revision Letter	A
			Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will handle all purchase orders.

2.0 Scope

This policy applies to employees and principal investigators that place orders for goods and services to be paid with BREF funds.

3.0 Policy

3.1 Investigators who wish to allow others to place orders on their behalf should complete a Purchasing Authorization form.

3.2 Purchase Order forms are to be completed and, if required, signed by the investigator. Orders are placed by the BREF purchasing agent. The purchasing agent presents all orders to the executive director for review and approval of expenditures for appropriateness and relevance prior to being ordered. Orders will be placed the same day they are received unless something prevents the order from being placed.

3.3 Radioactive orders must have been signed by the VA's Radiation Safety Officer prior to being delivered to the BREF purchasing agent.

3.4 Animal orders require the completion of a BVAMC Animal Request Form prior to submitting the order to the BREF purchasing agent.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
3/11/2009	A	Heather Riley	Put policy into required format.
01/26/2011		Shirley Rutledge	No changes. Approved at the BREF Board meeting held 1/26/2011

Baltimore Research and Education Foundation, Inc.

PURCHASING AUTHORIZATION

I authorize the following persons to place orders or submit payment requests to be paid from my BREF accounts(s) without obtaining my signature on the order/payment form:

1. _____ All my BREF accounts
 Specific BREF accounts:

2. _____ All my BREF accounts
 Specific BREF accounts:

3. _____ All my BREF accounts
 Specific BREF accounts:

4. _____ All my BREF accounts
 Specific BREF accounts:

PI Signature

Date

BVAMC Animal Request Form RESEARCH OFFICE ANIMAL REQUEST FORM

All sections above the bold line below must be completed to order animals to be housed in the Baltimore VA Medical Center Research Facilities. Submit this form with your purchase order form to one of the VA R&D personnel listed below the Bolded line. A separate form must be submitted for each protocol animals are to be ordered for.

PI Name: _____ Date Submitted _____

Billing Account: VA _____ BREF: _____

Approval Date _____ Expiration Date _____

IACUC Protocol # _____

VA Promise Code # _____

Planned Arrival Date _____

Facilities Manager Approval	Initials	Date	Currently Approved Commercial Vendors, <u>CIRCLE one:</u>
Conventional	_____	_____	Charles River
ABSL 3	_____	_____	Covance
			Harlan
			Jackson Laboratories
			Taconic Farms

VA Veterinarian Approval _____
(If animals are from other than approved commercial vendor)

FOR R & D OFFICE USE BELOW THIS LINE

Ordering Agent, Check / X one. For VA accounts: Holly Bowen: _____ Cheryl Purvey: _____

For the BREF Shirley Rutledge: _____

If you have any questions regarding an animal request form call 410-605-7130 to speak with any of the purchasing agents.

Date Animal Order Form and VA Request form e-mailed to Vet Resources: _____

Primary contact: Carol Ault with Veterinary Resources
E-mail order to: vaorder@vetmed.umaryland.edu. If the e-mail is down or having problems, call Carol Ault , ph.116- 5069 to arrange sending it by fax: 410 706 8538
Secondary contact is Doug Allen, E-mail EDAllen@vetmed.umaryland.edu

Granite #: **VA** _____. Veterinary Resources will e-mail your “Granite VA Approval” number (or by fax if e-mail is unavailable). Write the approval number on this form and your original purchase order form. Keep a copy of the return e-mail/fax approval with the original order for your future reference.

Version Date 2-08-08