

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	<u>Research Institute Administration</u>
POLICY NUMBER:	<u>RIA-402</u>
REPLACES:	<u>New Policy</u>
EFFECTIVE DATE:	<u>10/1/09</u>
REVISION DATE:	<u>N/A</u>

TITLE: Acquisition of Capital Equipment, Center Allocation

SUMMARY:

The purpose of this policy is to clarify the procedure pertaining to acquisition of capital equipment intended for utilization in the research setting that is supported by the annual allocation made to Research Centers. The allocation made to the Center is managed under the discretion of the Center Director.

POLICY/PROCEDURE:

- 402-1 At the beginning of the fiscal year, the Vice President of Operations or designate will communicate the amount of center allocation to the Center Director and Center Business Manager.
- 402-2 A person or persons interested in procuring equipment should provide appropriate documentation to the Center Director for determination.
- 402-3 If the Center Director approves of the acquisition, the review procedure described in RIA-751 must be followed. Vice President, Research Operations will sign for budget approval on RIA-751 form. Once these requirements are satisfied, a Lawson requisition (RQ), utilizing the center requesting location, shall be initiated under the direction of the Center Business Manager. The Center Director shall approve the RQ.
- 402-4 The following items shall be transmitted to Research Procurement prior to issuance of PO:
- 402-4.1 A vendor-supplied, official quote for the equipment requested.
 - 402-4.2 A cut-sheet or copy of the catalog description.
 - 402-4.3 If necessary, quotes or estimates for other costs incurred to accommodate the equipment, including costs for facility adjustments, power provisions, and the like. Cost not captured in

the initial request are the responsibility of the requesting Center. If additional costs are required, they will be added and will be part of the center allocation.

402-4.4 A completed "Research Equipment Procurement Routing Form." See RIA-751.

402-5 The Center Business Manager shall be responsible for tracking the fiscal year's expenses and assuring that the Center's expenses do not exceed the allocation for specific fiscal year. If a requisition is proposed which would cause the Center to exceed its annual allocation, the Center Business Manager shall terminate the requisition process and advise the Center Director accordingly.

402-6 This policy does not apply to acquisitions made under the capital improvement project of the research division, unallocated research capital acquisitions authorized by the Center Director Advisory Committee under the committee's allocation, or unallocated research capital acquisitions supported by the infrastructure allocation.

Submitting Office: Research Institute Administration

Approved by:

\s\ James B. Hendricks, PhD 11/1/09
President, Seattle Children's Research Institute

\s\ Erik M. Lausund, Vice President Research Operations, 11/1/09