



Office of the Vice President for Research
Standard Operating Procedure

Grant Funded External Purchases

#1014

Effective Date: 01/01/2019

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) purchase external items on grant funding. This process will promote a consistent approach and understanding to ensure all grant funded external purchases are handled the same way throughout the GO Centers and within the Workday system.

II. Introduction

When a Principal Investigator (PI) needs to purchase items for his/her grant, the PI will either ask their PAS, department administrator, or member of the research team to make the purchase. If the purchase is to be made via Billiken Buy, the department administrator may initiate the purchase request in Workday. Applicable Workday job aids are available for purchasing items external to the university. A grant P card purchase must be initiated through the PAS (see Grant P Card SOP for more information).

III. Procedure

When a PI requests that a PAS purchase an item for a grant, the PAS first ensures that funds are available for the purchase and verifies the item is eligible under the grant. The PAS checks SLU's Billiken Buy system within Workday, which is the preferred method of purchasing for the University. If the desired item is in Billiken Buy, the PAS requests that it be purchased. If the purchase is > \$500 the request goes to the PI for approval and then to the Sponsored Programs Accounting (SPA) team for approvals in Workday. If the purchase is <\$500 then the request follows the typical Workday business process for approvals. Billiken Buy purchases are typically approved within 48 hours unless the purchase request must be amended.

The department administrator or a member of the research team does have the option to initiate the purchase through Billiken Buy in Workday as well. They should contact the PAS for instructions on which grant to charge and to ensure the item is allowable under

the grant. The same approval processes noted above are applicable in this instance as well.

Detailed job aids are available for individuals purchasing external items through Billiken Buy in Workday to assist with this task.

IV. Version History

| Version Date | Approval Date | Summary Changes |
|---------------------|----------------------|--|
| [01/01/2019] | [01/01/2019] | Initial Version |
| [06/23/2021] | [06/25/2021] | Updated to reflect appropriate Workday terminology and process |
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