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**Qatar University**  
**VP For Research Office**  
**Research Centers**  
**Financial & Purchasing**  
**Procedures Manual**

QU-VPR-FPP- 01

|                   |                        |                             |  |  |   |
|-------------------|------------------------|-----------------------------|--|--|---|
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The following summarizes the general guidelines and procedures used to perform financial and purchasing transactions in research centers at QU.

### **Research Centers Setup:**

Research Centers Heads/Directors Report to the VP for Research. Each center has a separate cost center on Oracle to ensure:

1. Each transaction is accurately approved by the center director/head
2. Tracking of each center revenues and expenditures
3. Allocation and controlling budget by center

Cost Centers on Oracle of current Research Centers & Departments include:

- 170101 VP for Research Office
- 170201 Environmental Studies Center (ESC)
- 170301 Central Laboratories Unit (CLU)
- 170401 Center of Advanced Materials (CAM)
- 170501 Gas Processing Center (GPC)
- 170601 Office of Academic Research (OAR)
- 170701 Laboratory Animal Research Center (LARC)

New Cost Centers will be created with the start-up of new Research Centers

### **Funding Mechanism:**

There are 3 sources of fund available to the Research Sector:

Fund 11 MoF Fund

Fund 24 Research Contracts Bank Account

Fund 23 This is the Office of Academic Research Virtual Bank Account

The **MoF fund 11** finances all fixed operating expenses of each center, this includes: all staffing, all equipments and fixed assets, all centers fixed operating expenses (maintenance and repairs, service contracts and others) and all QU general operating expenses (all overheads & utilities).

**The Research Contracts Bank Account, Fund 24,** finances the following:

1. All direct spending related to a revenue generating/sponsored project and/or service
2. Sponsored events and/or training that delivers revenues

In some special cases, some events and/or projects are financed by both Fund 11 & Fund 24. The partial funding of MOF must be approved by the Center Director as part of the project/event budget.

**Fund 23** is only used for External Grants managed by the Office of Academic Research policies and guidelines

### **MOF Budgeting**

Each Research Center prepares its yearly operating budget as per QU budgeting procedure. The Finance Manager reviews the requested budget with the VP for research and submits to the finance department to be approved as per QU budget procedures and circulars

The budget submitted will follow the guidelines set by the Finance Department and it will include:

- All Staffing requirements and all proposed changes to organization structure (Chapter 1)

- All Operating expenses forecast (chapter 2)
- All Equipments required by each center (Chapter 3)
- Major capital investments required by each center (chapter 4), this will include major equipments and buildings changes
- IT requirements if any, to be provided to IT focal point
- New projects planned to be provided to BOD focal point

### **Contracts/Projects/Events Management:**

#### **General Budget Captions:**

Each research and sponsored projects' budget will have to include all direct spending required to successfully and professionally complete the project. The direct spending will include all of the following captions:

- **Consultants & Visiting Professors / Salaries & Wages:** This covers Personnel related payments, this will include all travels related to the project, consulting visits (travel, accommodation and others) and consultation fees, all temporary employees related expenses, faculty members payments and QU employees if any.
- **Hospitality** expenses related to the project, this will include hotels reservations if any, and catering
- **Publication/Printing/Advertising** related expenses, this will include brochures, banners, roll-up, and all printed and advertising materials. This will also include all gift items related to events
- **Supplies & Materials** including educational supplies, chemicals, safety supplies and other supplies related to the project
- **Books/Subscriptions/Software** covers all expenses related to the captions that are directly incurred by the project
- **Rentals & Insurance** covers all rentals and insurance expenses directly incurred or related to the project
- **Equipments & Assets** required specifically for the project, equipments and assets that will be used for multiple projects and/or services will be purchased from MoF budget not the project budget
- **Other** expenses, this will include all other expenses not listed in the above captions

All contracts/ sponsored projects and events must also include an Indirect Cost (IDC) rate and a markup or center margin rate as follows:

- The IDC rate is set by the finance department and used for all budgets depending on the extent of using QU equipments and labs. The IDC Rate ranges from 20%-30%
- The Center Margin will be set for each project budget, this margin will range from 0%-30% depending on the purpose of the project (commercial or community service or students development) and the effort required by different center members to complete the project

**Contracts/Sponsored Projects Budgeting** will be set and managed as per the following general guidelines:

- The budget of each of above budget captions will be set with detailed assumptions by the project leader. Reducing the IDC rate and center margin and/or increasing them can be done with a written approval of the center director. The minimum expected IDC and center margin rate is 20% combined together, in other words the direct cost can be set at a maximum of 80% or revenue.
- The budget established at the start of the project must reflect all the required expenditures to complete the project. A variance of +/-10% is allowed to the overall project budget, however if the direct cost

original budget was set at the max. level (80% of total revenue), an increase will only be allowed at very exceptional cases with the approval of the VP for Research

- All Projects Budgets must be prepared by the project leader, reviewed by the finance manager as needed and approved by the center director.
- The budget must meet the department's, as well as the client's requirements
- Once established, expenditures within each caption must remain within the budget, however a budget transfer can be made between different captions with the approval of the project leader
- The Finance Manager will work closely with the project team in each center to facilitate accurate and efficient transactions are made
- The budget accountability lies with the project leader, he/she will be responsible for ensuring that all expenditures are reasonable, and that the project expenditures remains within the budget limits
- For each project with budget higher than 100,000QAR and/or high level of financial transactions, it is recommended to create a project code on Oracle to accurately track project revenues and expenditures. All projects under 100,000QAR are collected under 1 general project code created every year for each center and each type of service. For example a general code of E00X will be used for all services conducted by ESC in year 20xx-20xy

#### **Technical Sub-Contractors:**

In some contracts/consultations, the center director will define the need for sub-contracting as a part of a main contract or consultation/services agreement whenever technical expertise (researchers in specific field) and/or resources (equipments, special labs or other) required to complete a part of the contract/agreement are not available in the research center and QU facilities. Technical research/services sub-contracting can be done with other QU centers, other universities inside or outside Doha, and/or with professional consulting personnel/companies and offices.

In general, sub-contractors for general services and goods will be selected and managed through procurement department in case the consultancy service exceeds 50,000QAR and will follow all procurement policies and procedures. If the sub contracted services are at estimated cost below 50,000QAR, the center director can select the sub-contractor/consultant and an agreement will be prepared by the legal advisor at the VP for research office to be signed by the sub-consultant before proceeding with the services. Consultant payment will be then processed according to the signed agreement terms.

A sub-contract agreement might not be needed if the services estimated cost is below 10,000QAR and/or based on the legal advisor recommendation.

In case some services are frequently subcontracted, the center director will request a blanket agreement to be prepared by purchasing department for these type of services for process optimization, simplicity and speed.

#### **Budget Approvals:**

MOF Budget approval cycle follows the QU policies and procedures.

All technical projects and services budgets are prepared by the project leader, reviewed by the Finance Manager at the VP Office and approved by the Center Head/Director. The VP for research approval will be required for projects with budgets exceeding the above limits.

All sponsored events budgets are prepared by the project leader, reviewed by the finance manager as needed and approved by the Center head director. The VP for research approval will be required for events with budgets exceeding the above limits.

## **Budget Control & Tracking**

### **MOF Budget:**

- Each Center Director/Head must ensure all expenditures in the center are in line with the approved budget for the center.
- It is the responsibility of the Finance Manager to track the budget actuals for all research centers on monthly basis and highlight any overspending and/or issues to the related director.
- Oracle reports will be analyzed and recommendations to be provided to the center's directors/heads on quarterly basis.

### **Contracts/Projects/Events Budgets:**

- Each Project Leader must ensure all expenditures in the center are in line with the approved budget for the center.
- It is the responsibility of the project leader and/or coordinator to track the budget actuals for the project on monthly basis and sends the actuals report to the project leader and the finance manager.
- Transfers between different captions must be approved by the project leader and any overspending must be justified, reported and authorized by the center director

## **Expenditures Management:**

Expenditures can be performed by different methods authorized in QU, this includes:

1. Requesting purchases, catering & printing requests through Oracle PR, as per QU Procurement Policies and procedures
2. All Store Items and chemicals to be requested by each center through a "Move Order" on Oracle
3. Using **Petty Cash** as per QU Petty Cash policy
4. Using **P-card**, the p-card holder must perform transactions as per QU P-card policies & procedures
5. Using **Direct Payment Request Forms (DPRF)**, this is mainly used for:
  - Consultants and service providers people payments (that do not have POs)
  - Purchases below 50,000QAR if p-card and cash payments are not possible
  - Employees advance payments, reimbursement payments that has invoices, cheque payments
6. All employees related payments (other than above) will be done by payroll in HR department
7. All **Hotels reservations** related expenditures to follow the requirements of the external relations department
8. All IT related expenditures to be requested by a formal letter sent to the IT department. A PR or p-card used to get IT equipments or accessories after receiving IT confirmation to proceed.

### **Purchase Request:**

A purchase request is made on Oracle by authorized purchase requestor in the following cases:

1. The items requested are not store items
2. The items/services requested cannot be purchased by p-card or from petty cash

3. The items/services requested do not have approved quotation or the quotation is above 50,000QAR
4. IT, Furniture, Books items are cleared from the respective departments IT, BOD & Library

An accurate and effective purchase request will be created as follows:

1. Selecting the right budget code classification and the right budget combination (accurate fund and project code selection by item)
2. If the item cost is less than 50,000QAR (direct order purchasing), attach a quote from a recommended supplier, this quote will include the items detailed specs and is a reference for the cost estimate, this quote will be directly purchased by purchasing department
3. If PR cost exceeds 50,000QAR, it is advisable to recommend 3 suppliers, this will speed up the purchasing cycle. The detailed specs of the items requested need to be included in the PR as item description or as an attached document
4. Include detailed item specs even if a quotation is provided
5. If multiple items must be purchased from the same supplier, these items need to be consolidated in 1 PR
6. Highlight the delivery date the items are required putting the delivery time mentioned in the quote as a reference.

#### **Direct Payment Request Forms (DPRF):**

The DPRF are used for all consultants and people related payments, and it is recommended for local suppliers when purchases are lower than 50,000 and foreign suppliers if they don't accept p-card payment or p-card custodian recommends a DPRF. General policies and requirements for DPRF are in QU Finance Policies, however general guidelines to complete the form are:

- For payments to individuals, ID or passport + bank letter/email is a must.  
Quote agreement and individual payment form details is also required
- For payments to companies, an invoice is a must, an original invoice is a must  
for local suppliers
- Payment using DPRF should be done after service receipt
- For advance payments, it should be highlighted as an advance payment in the  
form. All advances above 50,000QAR will require a guarantee

Note: in the case of purchasing from external suppliers, all quotes must be DTD to ensure delivery of purchases to the department.

#### **P-Card Purchases:**

All p-card purchases must follow the QU p-card policy, please read the policy carefully and in details and keep track of updated policy on the website. Some important notes to the p-card holder are:

- All purchases must be approved by the center director before the transaction is made on the card, the "p-card purchase request form" need to be filled and used to help the p-card holder ensure purchase is authorized
- Credit card information should not be provided to any supplier unless the quotation and payment terms are approved, information should be sent to a trusted supplier only
- P-card should not be used to make cash advances for goods purchased, as per QU p-card policy, unless a prior approval is obtained from the p-card department
- It is the p-card holder responsibility to ensure that all purchased items/services are received by the center. Receiving record must be kept and attached to the reconciling report. In case purchased items are not received or delayed, the p-card holder must notify the p-card department immediately to report the transaction and file a complaint to the bank.
- All invoices, quotes, receipts confirmation must be provided with the reconciliation form.

- There are some items that can NOT be purchased through the p-card, the p-card holder need to continuously check the p-card policy and its updates
- In case of purchasing an asset, the p-card holder must inform purchasing and finance when the asset arrives to tag it and keep accurate fixed asset records

#### **Equipment Purchasing Procedure:**

- All equipments below 20,000QAR can be purchased using p-card if suppliers accept credit card payment. If suppliers do not accept credit card payment, must be purchased through a PR on Oracle and will be purchased through a PO made by the procurement department
- All equipments between 20,000QAR and 50,000QAR will be purchased through a PR on Oracle and will be purchased through a PO made by the procurement department, given there is a budget allocated for these equipments
- Equipments above 50,000QAR and purchased from MOF fund will follow the following procedure:
  - A list of equipments required for the following 2-3 years to be submitted by each center director as part of their budget submission, equipment forms including all details of the required equipment and its justification to be also provided as part of the submission
  - After the budget approval, the equipment forms are approved by the VP for Research and then by the CFO & VP for Administration
  - Approved equipment forms are sent to procurement department and each center prepares the required PR
  - The following requirements need to be provided to the procurement department:
    - Detailed specifications of the equipment
    - Recommended manufacturer and 3 or more recommended suppliers
    - 1-2 quotations if available
    - The required delivery date
- Equipment purchasing will follow the procurement policy as follows:
  - Purchase order procurement will be used to purchase equipments with value of 50,000QAR to 200,000QAR
  - Practice procurement shall be used to purchase equipments with values between 200,000QAR and 500,000QAR. Orders within thin range are purchased under the authority of a procurement committee through the procurement department.
  - Tendering shall be used to purchase equipments with value more than 500,000QAR under the authority of a tender/auction committee through procurement department.
- In all above cases, the requesting center must approve the technical specifications before a purchase order and/or contract is finalized with the suppliers
- In case the approved offers prices are higher than the PR amount, the PR is returned to the requestor to make price adjustment. The PR is then approved again, and the finance manager has to make sure there is available fund to cover the higher price.
- In case of tendering or bidding, please refer to the detailed equipment tendering and bidding process
- After the PO is confirmed with the supplier, the administrative coordinator at the VP for Research Office will work with the buyer to ensure timely delivery of the equipment, work out the installation plan with each center and tracks paperwork until the payment is processed by the payables department.



## **Delegation of Authority:**

- All **PRs** are approved by the Head/Director and the Finance Manager, and all PRs above 5,000QAR must be approved by the VP for research or the dean of COE for GPC. Oracle Purchase Hierarchie for each center is attached
- **Petty Cash** settlements are filled on I-expense by the Petty Cash Custodian and approved by Center Director/Head
- **P-Card** monthly reconciliation forms are filled by the p-card holder on Oracle and approved as per the p-card Oracle approval hierarchy
- **Direct Payment Request Forms** are originated by project leader and/or requestor of direct payment, approved by the Center Director/Head, the Finance Manager & the VP for Research
- **Temporary Staffing Forms (from MOF fund)** are originated by project leader and/or requestor of payment, approved by the Center Director/Head, and the VP for Research. These will be handled by HR, offer will be prepared by HR
- **Projects Staffing Forms (from Fund 24)** are originated by project leader and/or requestor of payment, approved by the Center Director/Head, the Finance Manager and the VP for Research. These will be handled by the Finance Office, offer will be prepared by the finance Manager with the project leader
- **Equipments Purchasing:**
  - All equipments below 20,000 QAR can be purchased by p-card and/or purchase request and will follow the p-card hierarchy of approval
  - All equipments above 20,000 QAR will be purchased by PR and follow above hierarchie.
  - Equipments above 50,000QAR from MOF fund requires CFO approval before PR is created on Oracle. The Research Equipments Committee reviews and agrees the equipments proposal to be sent to the VP for Research & VP CFO for final approval. The equipment approved by the research committee will have "Equipment Request form" filled, approved by the Center director/Head, the VP for Research and the CFO. The PR is created on Oracle as per the approved form.
  - Equipments above 50,000QAR from projects/sponsored funds requires the Project Leader and Center Director approval.
- **ER Requests**
  - All printing requests are made through a PR on Oracle by the ER purchase requestor and approved as per above. In case adjustments are made on the requests (changes in quantities or requirements), requests must be provided to ER on hard copies approved by the center director/head. After the printing, adjustments are made on Oracle and approved as per Oracle purchasing hierarchy.
  - All catering for events are made by each center with director approval as per the external relations department policies and procedures
  - All hotels reservations and other ER requests for events booking are made as per the external relations department policies and procedures

## **Research Centers Revenues:**

Each center can claim revenues as a result of one of the following:

- Having a Research Contract with the customers
- Providing consultancy and technical services to the industry or to researchers,
- Providing training at a fee
- Conducting conferences or symposium at a fee

Each revenue will be claimed and collected as per the following guidelines.

### **Revenues Collection/Payment:**

Research Revenues are collected/paid by one of the following methods:

1. Raising an Oracle Invoice
2. On line payment by the customers. This method is currently used by the GPC for symposium registration only.
3. Miscellaneous Revenues, direct recording on Oracle by the revenues department. This method is used when a customer and/or sponsor directly pays the agreement amount using the agreement instead of the invoice.

### **Cash Receipts:**

Cash receipts are not acceptable to be made to QU employees, all cash deposits must be made by the users/customers of services to specified QU bank account.

The following will highlight the different steps in the revenues claiming and collection process.

### **Claiming a Revenue:**

- The dedicated administrative coordinator in each center is responsible to claim the revenues related to each of the center services based on the input of the respective department. Technical Services department will highlight technical services revenues and training/events managers will raise training and symposium revenues.
- Projects coordinator is responsible to claim revenues as per contract terms by filling the "request to invoice form".

### **Preparing Revenues Backup:**

To claim a revenue to a research center, one of the following documents must be provided:

- Agreements/Formal Letter for sponsorships, memberships
- Registration/Nomination Forms
- Purchase Order from the customer
- Letter from the industry/customers
- Request to conduct a service form signed, e-mail can also be accepted for minor technical services approved by the director

The details of the contact in the company/client must be provided, this includes E-mail, telephone numbers and address

### **Creating Project Code:**

- The project code related to the revenue claimed must be highlighted in the request to invoice whenever applied. In case there is no project code, this will be allocated to the cost center as a general revenue to the center. Projects below 100,000 QAR of revenue and/or with minimal number of transactions do not require creating a project code.
- In case a new project code is needed, the project leader/coordinator need to send the request to create a new project code to the Finance Manager, a signed agreement including the amount and payment terms must also be provided
- The Finance Manager then request to create a new project code to the Finance IT section head

### **Prepare "Request to Invoice":**

- This is done by the administrative assistant in each center
- The "Request to Invoice Form is filled, the project code specified and the invoiced amount and currency must match the amount and currency agreed with the customer
- The form is approved by the Director/Head of the center
- The form is sent to the administrative coordinator at the Research Finance Office to fully review it and to consolidate all research requests for proper tracking
- The administrative coordinator sends consolidated and complete research requests to the Revenues Section

### **Issuing Oracle Invoice:**

- The request to invoice is sent to the Revenues Section Head by the administrative coordinator at the Finance Office, with the proper backup and the right project code and details
- The revenues accountant at the Revenues Section issues the Oracle Invoice and approves it from the Head of Revenues Section

### **Invoice Collection/Payment:**

- The original invoice is sent to the companies by the Revenues Section
- The revenues accountant will provide the administrative coordinator at the VP Office with information on who received the invoice and the date of receipt
- The administrative coordinator and the revenues accountant follow-up with the contacts in each company until a payment is recorded in the research bank account
- The administrative coordinator at the Finance Office will send a "payment notification" e-mail to the research center team confirming payment receipt

### **Invoice Re-issuance:**

- Oracle invoices can be re-issued based on customer request and/or director request with proper justification
- The original invoice along with the justification letter must be sent to the Revenues Section Head in the Finance Department to request re-issuing the invoice
- The revised new invoice must be resent to the company and collected as above

### **Invoice Cancellation:**

- Oracle invoices will be cancelled in very exceptional cases based on the director's request with proper justification
- The invoice along with the justification letter must be sent to the Revenues Section Head in the Finance Department to request cancelling the invoice

### **Refund Policy:**

- Contracts Refund Policy will be highlighted in each signed agreement/contract
- Events Refund Policy will be highlighted in the brochure and announcements for each event
- Technical Services revenues are normally not refundable

### **Revenues Tracking Reports:**

- The Revenues Section in the finance department keeps track of all revenues and receivables collection in the research bank account
- A weekly report is sent to the Finance Manager at the VP Office. The report need to include invoices status, miscellaneous revenues and on line-payments
- The Finance Manager provides a quarterly report of each center revenues to each director, and provides a yearly report of all revenues collected and status of outstanding receivables

### **Overdue Receivables:**

- By the end of the fiscal year, all overdue invoices are reported by the Revenues Section in the Finance Department, a notification is sent to the customers and provides the revenues department with the confirmed payment date.
- In case a customer declines and/or request to delay payment with justification, the justification is assessed by the finance manager with the center director and a position is confirmed to the revenues section.
- In case of no response, all unpaid invoices are reported to the center director and finance department to take appropriate action as per QU revenues management procedures

### **Consultants Visits:**

Preparation for consultants visits will be done by each center with the center director approval. The "consultants' visit form" is filled by the finance coordinator & admin coordinator in each center, approved by the director, the finance manager and the VP for Research. The form is then sent to HR and ER to book all travel arrangements. Consultant passport, CV and trip/consultancy details are to be provided with the form

After the trip the form is to be attached to DPRF for consultant payment.

### **Temporary Employment:**

There are 2 types of temporary employment: 1) temporary employment from MOF until a permanent employee is recruited, 2) Temporary employment to work on a project or event. Each case will be managed as follows.

- **Temporary Staffing from MOF fund:** are originated by project leader and/or requestor of payment, approved by the Center Director/Head, and the VP for Research. The offer, hiring process will then be

handled by HR. Employee can start the work right after he submits his medical certificate from the Qatari authority. The offer and policies will follow all MOF policies for temporary hiring

- **Projects Staffing from Fund 24:** are originated by project leader and/or requestor of payment, approved by the Center Director/Head, the Finance Manager and the VP for Research. In this case the offer will be prepared by the finance Manager with the project leader, the hiring will be handled by the central Finance Office with the HR department. The offer and policies will be based on the project or event the employee is hired for.

### **Travels/Business Missions**

Each employee in the research center will follow the QU HR policy regarding travels and business mission. Each employee has to fill the following forms:

- Support Request Form for Scientific or Official Mission
- Exit Permit if needed
- Return from Official trip form after the return from mission with its required attachments

Forms and all payments will be handled by the HR and finance as per QU policies and procedures. HR Forms are available on the QU website.

#### **Important Notes:**

- All trips related to Grants must be processed as per the OAR forms and procedures.
- In case an employee receives a mission allowance and the trip is not completed for any reason, he/she is expected to deposit the mission allowance in QU payroll account. If the mission allowance is not returned, HR will inform payroll to deduct the allowance from employee salary over a maximum of 3 months or as per QU policy.

### **Fixed Asset Management:**

Research Centers Assets Management follows QU policies and procedures for fixed asset tracking, transfers and disposal.

### **Referenced Policies:**

The above procedures summarizes procedures to guide the research employees and will always follow all QU policies and are in line with:

- Procurement Policy
- Budget Circulars
- Asset Management Policy
- Payables Policy
- P-Card Policy
- Petty Cash Policy

### **Forms**

Forms to process above transactions are available on the Research Finance Office website and will be updated and/or amended on a periodic basis.

Please follow the link: <http://www.qu.edu.qa/offices/research/finance.php>

**Attachments**

- Delegation of Authority Matrix
- Equipments Purchasing Flow-Chart
- Research Oracle Purchasing Hierarchy
- Expenditure Method by Budget Caption

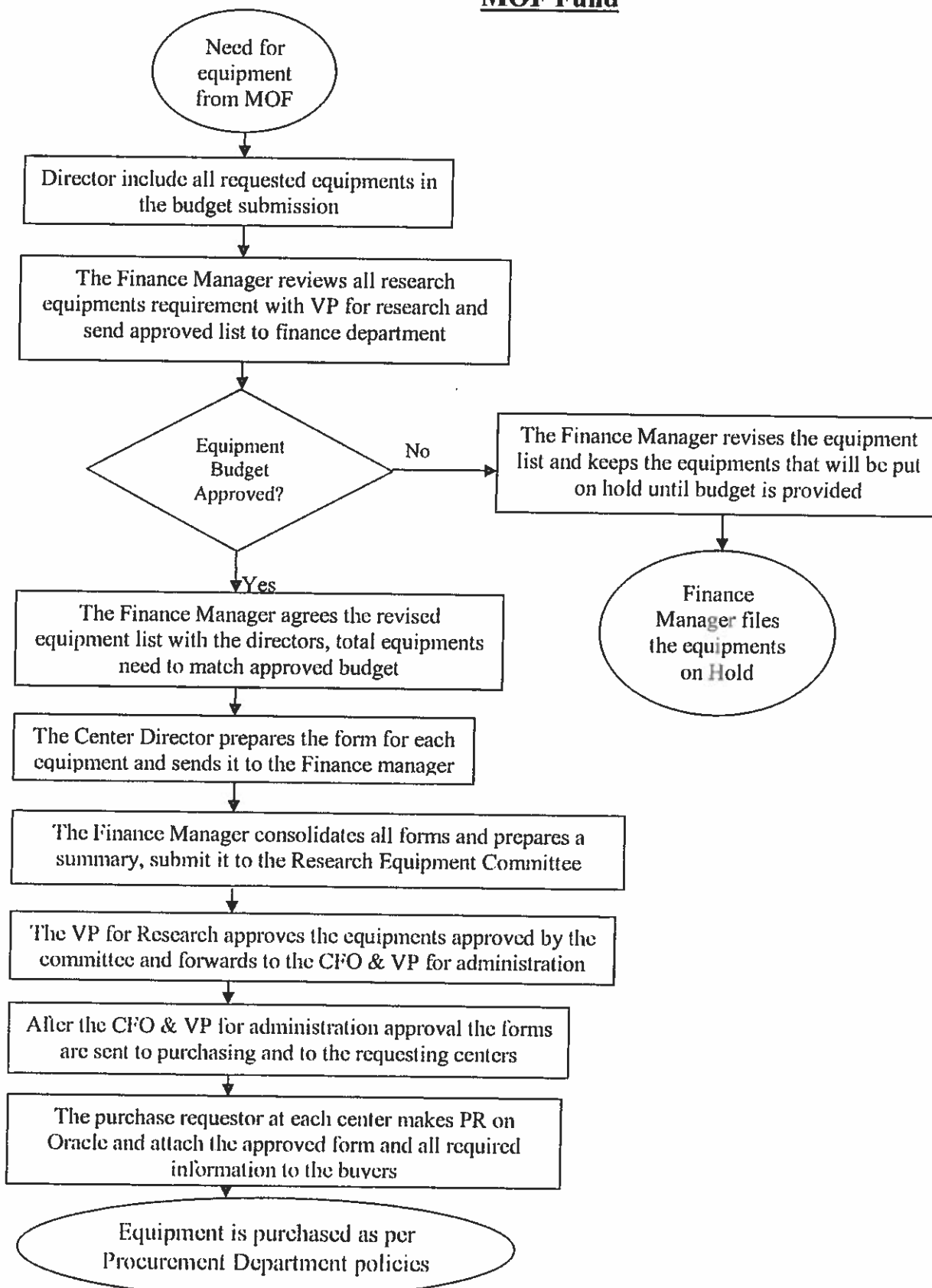
**Delegation of Authority Matrix**

|                                      | <b><u>Originator</u></b>             | <b><u>Director or Head of Dept.</u></b> | <b><u>Finance Manager</u></b> | <b><u>VP for Research</u></b>                      |
|--------------------------------------|--------------------------------------|---|-------------------------------|--|
| <b>Petty Cash (Oracle I-Expense)</b> | Custodian                            | Required                                | NA                            | NA   |
| <b>P-Card (Oracle I-Expense)</b>     | Card Holder                          | Required                                | Reconciler for all except ESC | Required if card holder is a director or unit head |
| <b>PR (less than 5,000)</b>          | Purchase Requestor                   | Required                                | Required                      |  |
| <b>PR (more than 5,000)</b>          | Purchase Requestor                   | Required                                | Required                      | Required   |
| <b>Direct Payment Forms</b>          | Admin. Coordinators                  | Required                                | Required                      | Required   |
| <b>Temporary Staffing Payments</b>   | Admin. Coordinators                  | Required                                | Required                      | Required   |
| <b>ER Requests</b>                   | Follows ER requirements and policies |   |                               |  |
| <b><u>Adjustments to PRs</u></b>     | Purchase Requestor                   | Required                                | Required                      | Required   |
|                                      |                                      |   |                               |  |

**Note:**

- For GPC, the Dean of the COE approval is required instead of the VP for Research for all GPC requests.
- For ER requests, approvals will follow ER requirements

**Equipments Purchasing Flow-Chart**  
**MOF Fund**



### Oracle Purchasing Hierarchie

|                           | <u>Purchase Requestor</u>                             | <u>Director or Head of Dept.</u> | <u>Finance Manager</u> | <u>VP for Research</u> |
|---------------------------|---|----------------------------------|------------------------|------------------------|
| <b>VP Office (170201)</b> | Laila Al-Malek<br>Serin Al-Dabbagh<br>Ahlam Al-Sanadi | NA                               | Omneya Helmy           | Dr. Hassan Al-Derham   |
| <b>OAR (170601)</b>       | Wadha Al-Abdalla                                      | NA                               | Grants Finance Manager | NA                     |
| <b>CLU (170301)</b>       | Sara Al-Marry<br>Monira Al-Qahtani                    | Dr. Saeed Almeer                 | Omneya Helmy           | Dr. Hassan Al-Derham   |
| <b>ESC (170201)</b>       | Aisha Begum<br>Zainab Qayed                           | Dr. Hamad Al-Saad                | Omneya Helmy           | Dr. Hassan Al-Derham   |
| <b>GPC (170501)</b>       | Dana Al-Khalili<br>Saada Al-Kubaisi                   | Dr. Mohammed Al-Marri            | Omneya Helmy           | Dr. Rashid Al-Ammari   |
| <b>CAM (170401)</b>       | Kakkunath Basheer<br>Amna Al Salaiti                  | Dr. Mariam Al-Ali                | Omneya Helmy           | Dr. Hassan Al-Derham   |
| <b>LARC (170701)</b>      | NA  | NA                               | NA                     | NA                     |

**Note:**

- For GPC, the finance manager approves and forwards to the Dean of the COE
- For LARC, the Oracle setup will be finalized as soon as LARC staffing is hired
- Research Oracle purchasing Hierarchy is updated through an e-mail sent to the Section Head in IT department

\*\*\*\*\* End of Manual \*\*\*\*\*