



## Arecibo Observatory

Office of the Director

SUBJECT: Procurement Department Structure, Roles and Responsibilities	Effective Date: 04-30-2020	Policy Number: AO-POPR0304
	Page 1	Of 4
	Responsible Authority: Support Operations Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

### APPLICABILITY/ACCOUNTABILITY

This policy is applicable to the administrative staff and stakeholders at the Arecibo Observatory responsible for procurement services and materials.

### GENERAL POLICY

This policy outlines the proper management of the Purchasing Department. This policy is applicable to the administrative staff and stakeholders at the Arecibo Observatory responsible for purchasing goods and services. Establishes the roles and duties of the personnel assigned to the purchasing office and the relationship with UCF approval entity.

### DEFINITIONS

AOMT – Arecibo Observatory Management Team. The AOMT is led by the University of Central Florida (UCF) for and on behalf of its Florida Space Institute (FSI) in collaboration with Universidad Ana G. Mendez (UAGM), formerly called Universidad Metropolitana (UMET), and Yang Enterprises, Inc. (YEI).

## POLICY STATEMENT

The Arecibo Observatory (AO) will follow applicable guidelines when establishing lines of authorities and describing roles and responsibilities for the staff responsible for purchasing duties. Conduct purchasing and procurement per Yang Enterprises Inc. procurement procedures and in compliance with the NSF procurement requirements in support of AO operations and maintenance and engineering requirements (UCF reference #:66016051-01, AOMT MOA for Operations, Appendix A1: Scope of Work, Deliverables & Budget, section 3.3.1)

## Roles and Responsibilities

### Buyer

1. Review purchase requests for accuracy and sufficient detail. If the data is insufficient, contact the requester for additional information. The requester has two business day to respond to requests for additional information. If the requester does not provide a response, the PR will be cancelled and the requester will be notified.
2. All requests for Capital Equipment must be approved by UCF (the AO Director or PI represents UCF at the site)
3. Query the electronic system for all open purchase requests and researches stock. If the requirement is satisfied from stock, warehouse personnel will notify the requester and deliver material.
4. Ensure sufficient lead time is provided.
5. Validate the requested goods or services are within the department budget, and has the proper cost code account.
6. Analyze request for quote.
7. Select vendor
8. Issue purchase order to include YEI Terms and Conditions in all acquisitions.
9. Annotate significant vendor conversation on the Vendor/Supplier Conversation Record Form (see Vendor/Supplier Conversation Record Form). Including, but are not limited to material nonconformance to order specification, significant late delivery of materials, warranties, changes to material requirements after placing an order, etc.
10. Rates vendor's performance by completing Vendor Evaluation form (see Vendor Evaluation form).

### Purchasing Manager

1. Review purchase orders for accuracy and sufficient detail.
2. Review funds allocation and availability.
3. Approve or Reject all purchase orders.

### O&M Director

1. Review purchase orders for accuracy and sufficient detail.

2. Approve or Reject all purchase orders.

#### **Arecibo Observatory Director (UCF)**

1. Review purchase orders for accuracy and sufficient detail.
2. Approve or Reject purchase orders with the threshold of \$5,000 - \$9,999

#### **Yang Enterprises, Inc.**

1. Review purchase orders for accuracy and sufficient detail.
2. Review funds allocation and availability
3. Approve or Reject purchase orders with the threshold of \$10,000 - \$249,000

#### **National Science Foundation**

1. Review purchase orders for accuracy and sufficient detail.
2. Approve or Reject purchase orders with the threshold of \$250,000 and up

The roles above complete the procurement approval process, below roles complete the procurement cycle.

#### **Supply Technician**

1. Issue on-hand materials and/or equipment from warehouse. Refer to AO-SUP-02, Warehouse & Operations Procedures for steps to follow.
2. Receive, inspect and deliver materials and/or equipment to requisitioner. Refer to AO-SUP-02, Warehouse & Operations Procedures for steps to follow.
3. Annotate discrepancies i.e. wrong quantity, damage material on the Vendor/Supplier Conversation Record Form and inform Buyer. Refer to AO-SUP-02, Warehouse & Receiving Procedures for steps to follow.
4. Forward receiving logs and packing lists to account payable for processing. Refer to AO-SUP-02, Warehouse & Receiving Procedures for steps to follow.

#### **Account Payable**

1. Located in Oviedo Florida, this office process payment from resulting purchase orders, receiving log and invoice.

#### **The future**

As we become more familiar with AiM System propagated by UCF, AO will be studying the idea of using the AiM System for procurement functions. The procurement module of AiM is the final piece of the puzzle needed to consolidate all logistics and financial tasks. AO IT and UCF IT departments will spearhead the effort to support and integrate this functionality.

#### **CONTACTS**

Operations and Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

**POLICY APPROVAL**

**(For use by the Office of the Director)**

**Policy Number:** AO-POPR0304 Procurement Department Structure, Roles and Responsibilities

**Initiating Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

**Date:** \_\_\_\_\_