

How and When to Obtain a Purchase Order for a Subrecipient Contract

June 2021

Strategic Sourcing and Acquisition Services (SSAS)

How to Request a Purchase Order (PO) Number from Strategic Sourcing (SSAS)

NEW - **AFTER** an agreement has been signed by subrecipient and SPA

- 1) Submit a requisition in Quantum – completing the subrecipient requisition form:

EXAMPLE:

Strategic Sourcing and Acquisition Services (SSAS)

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- 2) Attach the fully executed agreement to the requisition. NOTE - a requisition without a signed agreement will be returned .
- 3) The DESCRIPTION LINE on the requisition must include the Subaward Request#
Example: Subaward Award # 1234 – Univ. of Colorado
- 4) NOTE to BUYER = Signed agreement/amendment attached
- 4) Strategic Sourcing will process the requisition into a PO
- 5) A completed purchase order notification will be sent to the requestor via Quantum
- 6) **NEW**

Strategic Sourcing and Acquisition Services (SSAS)

How to _____ to a purchase order _____)

an Amendment/Modification has been signed by SPA

1)

Strategic Sourcing and Acquisition Services (SSAS)

How to to a Purchase Order

(No additional funds)

an amendment/modification has been signed by SPA

- 1) Requestor sends an email to Strategic Sourcing subrecipient_po@umaryland.edu
- 2) Attach the fully executed (amendment to the email
- 2) Strategic Sourcing will process the change order
- 3) A completed change order notification will be sent to the Requestor via Quantum

Sub Agreements That Already Have a Purchase Order Number

- 1) Email the fully executed agreement to subrecipient_po@umaryland.edu
- 2) Amendments/modifications (change orders to add funds) submit a requisition in Quantum
- 3) Change orders only extending period of performance - email a fully executed amendment/modification to subrecipient_po@umaryland.edu