Fall/Winter 2015 Research Admin Projects

Research Purchasing: PO vs.. PCard

PO Pros

- Established documentation and audit process

- Includes preferred pricing and discounts based on contracts

- Counts towards WCMC purchase history when negotiating discounts

- Standard catalogue items have free next day shipping

- Only trained users have access

PO Cons

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- Includes preferred pricing and discounts based on contracts

- Counts towards WCMC purchase history when negotiating discounts

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PO Cons

- Approval process can be slow

- Training & access delays

Research Purchasing: PO vs. PCard

PCard Pros

- Quick – order online or by phone

- Quick – No need to navigate internal approval process

- No training and access delays if lab already has PCard

PCard Cons

Research Purchasing: PO vs. PCard

PCard Pros

- Quick – order online or by phone

- Quick – No need to navigate internal approval process

- No training and access delays if lab already has PCard

PCard Cons

- Does not guarantee best pricing or negotiated rates/discounts

- Shipping often not free for standard catalogue items

- Does not count toward WCMC vendor totals for contract pricing

- No central repository for documentation. Burden on end user to maintain for audit purposes.

- No user based security

Research Purchasing: PO vs. PCard

- Important role for both methods of purchasing

- Giving access to ordering systems confers a certain amount of trust and responsibility to that user

- Over the next couple of months need to explore options to optimize PO use and discourage PCard use where least appropriate

Research Finance Fall/Winter Projects

- Complete re-organization of team based on merger of OSRA post award and research accounting

- Update Petty Cash process for grants

- Update Journal Voucher process

- New SOP's

- Information on upcoming budget controls for WBS funds

Research Admin Fall/Winter Projects

- Launch COI module of WRG

- Launch Faculty Research Dashboard

- Launch new WCMC Research Website

- Launch new Research Administration Education program

- Research Space Management

Research Admin Fall/Winter Presentations

- WCMC annual research financials

- CAFS (Collaborative Administration, Finance and Support) group

- Research Core Services

- Continue to present on central research offices process improvement efforts

RAPID Schedule

Second Monday of the month from 11-12:30 in Uris

– 10/12/2015
– 11/9/2015
– 12/21/2015

To subscribe to meeting updates and materials, send request to:

Rapid-Request@Listserv.med.cornell.edu