# Split Orders – State & Research Funds

**Title:** Split Orders – State & Research Funds

**Effective Date:** 12/2/10

**Approved By:** Dan Vivian
Assistant Vice President for Procurement Services

## I. Purpose

To define a procedure for the processing of purchase orders when the funding is split between State and Research Foundation accounts.

## II. Scope

This procedure applies to all split-funded purchases processed by Procurement Services and/or Sponsored Projects Services. All items purchased with State funds must vest with the State. Therefore, it is important to note the sponsor’s policies regarding title or ownership of items being purchased with RF funds.

## III. Considerations

- If any amount of SUNY funds (even as little as $1) is used to purchase an equipment item, title will be vested with SUNY and will be recorded on SUNY Property Control System as a NYS asset.
- Purchase can be split ONLY if sponsor policy allows title to the equipment to ultimately vest with RF and/or SUNY. If title must vest with sponsor, the purchase may not be split.
- Equipment with title vested with SUNY cannot be transferred from State control.
- Equipment with title vested with SUNY may be used as a trade-in only toward the purchase of another SUNY-funded equipment purchase.
- The project director may want to consider the possibility of separating purchase(s) of stand-alone component(s) of a system rather than splitting the cost of one item. If this option is chosen, the SUNY-purchased components cannot be transferred from State control (SUNY or other State agencies), but the RF-purchased components can. [Note: This could be a problem if the components work together to perform one function.]

## IV. Procedure

1. Applicable State Flexibility Rules and Regulations (sole source, bids, etc) must be followed as appropriate for the total dollar amount of the item being purchased.

2. Two eReq’s must be created, approved and submitted to Purchasing – one for the State account and one for the Research Foundation account. The “notes” field of each eReq, should state that the purchase will be split between two funding sources.

3. Purchasing submits Research Foundation eReq to Sponsored Projects Services for approval.

4. Sponsored Projects Services reviews the RF eReq to verify appropriateness of the purchase, and ensures
that split funding is allowable under terms of the grant.

5. Upon receipt of approved Research Foundation purchase order, Purchasing submits the State eReq to SUNY’s Procurement system.

6. If the item is a piece of equipment, Purchasing will send a memo (via e-mail) to the Principal Investigator indicating that the equipment will be owned by the State. A copy of this memo is attached to each eReq.

7. Purchasing processes two separate eReqs payable to the vendor. In “supplier notes” field, it is noted that the purchase will be split between two purchase orders, and each purchase order number is cross-referenced.

8. Purchasing sends both cross-referenced purchase orders to vendor at the same time.

9. If purchase qualifies as equipment, Inventory Services will record the equipment on the Property Control System as a State asset. Research Foundation contribution amount, purchase order number and award number will be noted in asset record.

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**SAMPLE MEMO TO PRINCIPAL INVESTIGATOR**

To: [Principal Investigator]
From: [Buyer]
Date: 
Subject: Split Order – Requisition # __________

This memo is to confirm your awareness and acceptance of the following conditions relative to the above-referenced purchase. Since State funds will be used towards this purchase, title to the equipment will vest with SUNY and will be recorded on the Property Control System as a NYS asset. As such, *this equipment may not be transferred from State control*. This equipment may be used as a trade-in only towards another *State-funded* purchase.

Please contact me at [e-mail address/phone number] if you have any questions in this regard.