**Procurement Procedures**

**Specially Funded Programs: New Contract Set Up**

1. Obtain Award letter from Agency
2. Gather Forms
   1. RFC – Contracts
   2. BTA – Budget
   3. MDF – Accounting
3. Request For Contract
   1. New Contract
   2. Basic Information
   3. SAP Vendor #
   4. Tax ID number
   5. Location Info
   6. Signatures
   7. After SAP Input include SAP doc # at top.
   8. Attach
      1. Award Notification Letter
      2. Copy of BTA
      3. Copy of MDF
4. Budget Transfer Authorization (BTA)
   1. Fiscal Year
   2. Fund Title
   3. Bus Area: D000
   4. S put X on – side
   5. R put X on + side
   6. Put description
   7. Fund Center ?????
   8. Commit Item
      1. 869000
      2. 790100 – holding acct until details are provided.
   9. Signatures
   10. Attach
       1. Award Notification
       2. Copy of RFC
       3. Original MDF
5. Master Data Form
   1. Input Basic Information
   2. Check on Budget Period, Multiple year awards
   3. Attach to BTA
6. Obtain Contract Number (SAP Doc)
7. Sign in to SAP PO1011234

Password09

1. Choose ME51N
2. Choose RFC
3. Free Good
4. Put in Short Txt
5. Quantity 1
6. Unit ea
7. Value Price Amt of the grant
8. Date- put in the next Friday
9. Plant: District
10. Material Grp: Income
11. Vendor # (obtain SAP)
12. Enter
13. Purchasing Group (DEX)
14. Put Detailed Description
15. Enter See SAP doc bottom page