

Post Award Advisory Committee
Action Items
May 15, 2013

1. Start thinking about how the procurement process will be set up in your department or unit
 - The purchasing person and the new procurement process are essential for the new post award process to work. It will allow the SAPOC to complete a quick check to ensure an authorized/trained person placed each order during the monthly reconciling process.
 - Tools
 - Job description
 - This is a generic job description to show what this role is responsible for – we do not anticipate reclassifications of current staff; however, if you wanted to hire a purchasing person, two suggested titles are included in the job description document.
 - Business Objects query for an estimate of % effort of a purchasing staff member needed (estimate 5,000 orders/person per year) – Found at Public Folders/User-Shared/Med School PAAC/Procurement Volume Info
 - Tools are on the website: <https://sitemaker.umich.edu/umms-paac/tools>
 - The procurement person can be one person's primary role (centralized process) or a couple staff member's partial role (standardized process). Departments/units can also share a purchasing staff member(s) between departments/units.

2. Consider Approval Group Name
 - The approval group will receive notifications regarding orders within the group
 - The approval group should be tied to business process and is made up of Tier 2 staff
 - Must have at least two people in group (for backup purposes)
 - It is easy to add/delete people from the Approval Group, but the Approval Group name is hard coded into the application and is not easy to change.
 - The name may be up to 30 characters and can include special characters (e.g., - _ .)