

Policies and Procedures Guide

Procedure Name: Purchasing materials, equipment, and services through funds of an international project	Procedure Number: PR-ER-01-05	
Procedure Approval Decision Number: 10/7/17/2	Approving Body: Quality Assurance Implementation and Follow-up Committee	
Procedure Approval Date: 11/1/2024	Release Number: #1	Revision date: _____

1. Objectives:

Defining the procedures for the purchase of materials, equipment, and services through funds of an international project.

2. Terms and Expressions:

Project: Any project that is supported by an international funding agency outside the Hashemite Kingdom of Jordan, in addition to any projects assigned to the International Projects Office by the President.

Principal Investigator (PI): The person employed at the university and assigned with the duties of project coordinator and responsible for managing the project from the stage of initiation until project closure.

3. Scope:

This procedure applies to purchase orders submitted by the principal investigator to be purchased through funds of an international project.

4. Responsibility:

- International Projects Office
- Finance Department
- Supply and Inventory Management Department
- Principal Investigator (PI)

5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office for the purchase of materials /equipment/services stating: description, quantity, estimated price, budget line in the project budget that will cover the costs, in addition to the approved detailed technical specifications.
2. The International Projects Office shall review the request in terms of the completion of the relevant information and documents and the project funding availability, in accordance with the university's guidelines and the regulations of the funding agency.
3. In case any document or information is missing, the International Projects Office shall return the request to the principal investigator to provide them with it.
4. The International Projects Office shall review the completed request in accordance with relevant regulations, and send it to the Supply and Inventory Management Department through the computerized Supplies System to complete the purchasing procedures.
5. The Supply and Inventory Management Department shall review the order in accordance with the regulations, and complete the purchasing procedures, after which it shall send the purchase invoice to the Finance Department.
6. The Finance Department's Scientific and Productive Projects Accounting Section shall review the invoice, its attachments, and all supporting documents.
7. The Finance Department's Scientific and Productive Projects Accounting Section shall prepare the disbursement voucher through the financial system and shall have it signed by the Section's accountant (if any) and the Section head.
8. The Finance Department's Internal Auditing Section shall verify the accuracy of all supporting documents and shall send them to the Finance Director for approval.
9. The Finance Director shall approve the request and send it to the Scientific and Productive Projects Accounting Section for disbursement.

6. Required Forms:

None.