

2.206 Administration of UH ORS Subawards

Effective Date: 10/29/24

Prior Dates Amended: 08/30/17; 05/05/22; 06/07/22; 06/19/23

I. PURPOSE

To establish the procedures and guidelines for the issuance and processing of Purchase Orders (POs) for subawards (subgrants and subcontracts) executed by the Office of Research Services (ORS) under the University of Hawai'i (UH).

II. DEFINITIONS

- A. Purchase Order (PO):** A purchasing document used to formalize a transaction with a vendor containing statements as to the quantity, description, and price of the goods, services, or construction ordered; agreed terms for payment, discounts, date of performance, and transportation or delivery terms; and all other pertinent information, terms, and conditions applicable to the transaction. In the absence of a formal contract or agreement, a purchase order, along with any terms and conditions agreed to, serves as a contract between the vendor and RCUH.
- B. Purchase Order Change Form (POCF):** The official purchasing document used to amend an existing PO.

III. POLICY

A. Overview:

1. Effective March 1, 2011, ORS began issuing and processing new subawards (subgrants and subcontracts). These subawards are issued under the University, not RCUH. For more information about the ORS subaward process, see [Subawards - Office of Research Services \(hawaii.edu\)](http://hawaii.edu). The only exception to processing a subaward through ORS is an amendment to an existing subaward initially issued by RCUH.

B. Purchase Order Procedures for Submission

1. Subawards issued by ORS still require an electronic RCUH PO to be initiated. The PO should reference the UH subaward number, and have a copy of the fully-executed subaward agreement attached. The RCUH PO is used to encumber funds and facilitate payment, and should not be transmitted to the subrecipient.

2. The fully-executed subaward already contains all required tax clearance and federal certification documents; do not attach them separately to the PO.
3. If you are issuing an amendment to a subaward on a new PO, as opposed to a POCF, reference the prior PO number(s) on the new PO.

IV. CONTACT INFORMATION

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