I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) purchase external items on grant funding. This process will promote a consistent approach and understanding to ensure all grant funded external purchases are handled the same way throughout the GO Centers.

II. Introduction
When a Principal Investigator (PI) needs to purchase items for his/her grant, the PI will either ask their PAS or department administrator to make the purchase. If the purchase is to be made via Billiken Buy, the department administrator may initiate the purchase request. A grant P card purchase must be initiated through the PAS (see Grant P Card SOP for more information).

III. Procedure
When a PI requests that a PAS purchase an item for a grant, the PAS first ensures that funds are available for the purchase and verifies the item is eligible under the grant. The PAS first checks SLU’s Billiken Buy system, which is the preferred method of purchasing for the University. If the desired item is in Billiken Buy, the PAS requests that it be purchased. The request is then in the GO Center approval queue. Billiken Buy purchases are typically approved within 24 hours, unless the purchase request must be amended.

The department administrator does have the option to initiate the purchase through Billiken Buy. They should contact the PAS for instructions.

IV. Version History

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<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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