

KCMC Clinical Trials Unit	STANDARD OPERATING PROCEDURE	Effective Date	SOP-Number CTU ADMIN 01-1
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Title: PROCUREMENT			
SOP References:		Supersedes: N/A	

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Approvals/Date:
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Annual Review:	Review Date	Revision Date	Signature

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Version Number	Reason for Changes	Date
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PURPOSE:

To ensure that the processes of procuring items in the site are plainly operated/stated and reached to the respective destination safely.

POLICY:

To make clear line of responsibilities across the organization.

RESPONSIBILITY:

Principal Investigator: This is site executive officer responsible to approve every Grant transaction.

Administrative Officer: This is an officer responsible to disburse respective funds for the said item after being approved by the Grant Principal Investigator.

Study Coordinator: This is Research Medical Officer responsible for direct patient care.

Laboratory Supervisor: This is Medical Laboratory Scientist responsible to ensure that appropriate item procured for laboratory use purpose,.

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A. DEFINITIONS:

Profoma:

When used in this policy the term refers to Price quote for requested items or an informal document presented in advance of the arrival, or preparation of the required document, in order to satisfy a site requirement.

Supplier:

A manufacturer, processor or packager of a controlled product or a person who, in the course of business, imports or sells controlled products.

Packing List:

A list showing the number and kinds of items being shipped, as well as other information needed for transportation purposes

Airway Bill Number:

A contract for air transportation and receipt of goods shipped, covers movement by air carrier or air forwarder

Receipt:

A written acknowledgement which grants legal validation to a repayment of all or part of a debt.

Order:

A request from a client to a broker to buy (buy order) or sell (sell order) a specified amount of a particular item.

B. PROCEDURES

Sourcing Items/Invoice

1. The respective Scientists/Investigator/Coordinator from KCMC Duke University personnel will communicate with the Supplier or Vendor to obtain a quotation in the form of a pro-forma for the required supplies or equipment.
2. The Scientists/Investigator/Coordinator will ensure that the pro-forma is quoted in either United States Dollars (for foreign quotations) or Tanzania Shillings (for

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domestic quotations), will ensure that the items listed are of the correct type and number, and will ensure that payment information is included on the pro-forma (e.g., bank account name and number, bank name and address, SWIFT code, etc).

3. The Scientists/Investigator/Coordinator shall make reasonable efforts to ensure that the price is fair for the supplies or equipment listed. Reasonable efforts may include, but not be limited to, seeking three or more quotations Suppliers or Vendors and making an assessment of the cost of the items based on experience. When necessary due to language difficulties, the Scientists/Investigator/Coordinator may make a special request to the Administrative Unit for assistance with obtaining quotations from Tanzanian Suppliers or Vendors. In this circumstance, the Scientists/Investigator/Coordinator must provide detailed and explicit written information to the Administration Unit on the equipment or supplies to be sourced locally.

Approval of Documents:

1. Once satisfied with the pro-forma, the Scientists /Investigator/ Coordinator should forward it to the Principal Investigator (PI) and Administrator of the grant supporting the purchase requesting permission for the purchase from the PI and assistance from the Administration to make the purchase.
2. The PI will ensure that the documents supplied tally with the Grant budget and purpose and with financial regulations of the sponsor.
3. The grant Administrator will be responsible to disburse the approved invoice to the respective Supplier or Vendor and to ensure that the transaction is completed. This will include providing evidence of payment to the Supplier or Vendor in the form of a bank deposit slip copy or other document and obtaining acknowledgement from the Supplier or Vendor that the payment has been received.
4. The grant Administrator will obtain information from the Supplier or Vendor on when the item(s) are likely to be delivered and will maintain a line-list of all orders in process. The grant Administrator will follow-up with the Supplier or Vendor when the arrival of the supplies or equipment are overdue or more frequently, depending on urgency. When necessary due to lack of responsiveness from the Supplier or Vendor, the grant Administrator may request assistance from the Scientists/Investigator/ Coordinator with follow-up on purchases.

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Clearance of Items

1. Before shipping the items to Moshi the grant Administrator will send the program Shipping Standard Operating Procedure (SOP) (Administrative SOP number 002) to the Supplier or Vendor to appraise them of documentation requirements, preferred shippers, and shipping routes.
2. The Scientists/Investigator/Coordinator is responsible for providing the air way bill number (AWB), flight number, date, and time, and invoice to the grant Administrator to allow the process for clearance by Tanzania Customs and the Tanzania Food and Drug Authority (TFDA) to be done. If the equipment or supplies are a gift from a non-grant source, the Scientists/Investigator/Coordinator will work with the source to get a Gift Certificate. If the equipment or supplies are purchased with grant funds, then the grant Administrator will work with the PI to prepare a Gift Certificate.
3. The grant Administrator in liaison with Clearing Agent will ensure that equipment and supplies are stored under appropriate conditions while awaiting clearance and will ensure that clearing takes place quickly and amicably.
4. The grant Administrator will ensure that the supplies or equipment are delivered to the destination provided by the Scientists/Investigator/ Coordinator.

Checking of shipment

1. The Scientists/Investigator/Coordinator or his/her designee should be present to receive the shipment at the agreed upon destination. The grant Administrator should notify the Scientists/Investigator/Coordinator of the expected delivery date and time.
2. The Scientists/Investigator/Coordinator is responsible for checking the shipment as soon as possible after arrival to ensure that the contents match those listed on the original pro-forma and that the contents of the shipment are not damaged.
3. If goods are missing or damaged, the Scientists/Investigator/Coordinator is responsible for notifying the Vendor or Supplier as well as the grant Administrator and PI.

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This SOP has been read and understood by:

Name	Date
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