



RIT Procurement Services
475-2107

<http://www.rit.edu/fa/procurement/purchase@rit.edu>

New Conflict of Interest (COI) Verification in the Oracle Purchasing Application

To ensure full compliance with RIT Policy C04.0, Individual Conflict of Interest and Commitment (COIC), Oracle approvers are now asked to forward requisitions to their supervisor if a potential conflict exists between them or a family member and the supplier. Since there may be a gap between the time an approver completed annual the COI disclosure and the approval of a specific purchasing transaction, this control was added to remind approvers of the COIC requirements.

Below is an image of the new message and instructions approvers will see on the requisition approval screen:

Purchase Requisition 90446 for Lupo, Sherry (100,000.00 USD)

From Garrick, Robert
To Ramkumar, S. Manian
Sent 08-May-2017 16:07:48
ID 6400418

Total 100,000.00 USD
Tax (Non Recoverable) 0.00 USD
Attachments

Approve Reject Reassign More Information Request

Requisition Lines

As an approver for this transaction, do you or any of your family member(s) have a financial or other interest in this supplier's company?
If yes, **DO NOT APPROVE** and select the **REASSIGN** button:

- Enter your supervisor's name in the *Employee* field
- Select radio button: *Delegate your response*
- Enter a note in the *Comments* field describing the nature of the relationship

University policy requires all such conflicts be disclosed. If you have not done so, update your Conflict of Interest, disclose this particular conflict, and work with your supervisor on a mitigation plan.

Line	# Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)	Requestor	Justification/Use
1	1 COI Test		01.71000.73150.10.00000.00000	Each	100	1000	100,000.00	Lupo, Sherry A	

Approval Sequence

Num	Name	Action	Action Date	Note
1	Lupo, Sherry A	Submitted	08-May-2017 15:31:18	
2	Garrick, Robert D (RIT - Budgetary Approvers)	Delegated	08-May-2017 15:51:07	COI Testing
3	Rock, Sharyl S	Pending		
4	Ramkumar, Dr. S. Manian (RIT - Budgetary Approvers)	Pending		

Refer to the RIT COIC policy here: <https://www.rit.edu/academicaffairs/policiesmanual/c040>.

If you have any questions or concerns about the instructions on the screen, please contact Sherry Lupo, Sr. Procurement Specialist, at salpur@rit.edu or 475-2107.

