
Memorandum

Date: June 1, 2016

From: Tim Walsh, Vice President of Finance & Treasurer

Subject: Updated Requirements - Payments from Duke for Services Performed Outside of the USA

I write to announce important changes to our administrative requirements related to purchases of services outside the United States. These changes reflect Duke's continued global expansion and our focus on streamlining processes for our faculty working abroad.

Effective June 1, 2016, the following procedures are in effect for services being purchased outside the United States:

- For services costing less than \$10,000: No purchase order, Outside Services Agreement (OSA) or Research Support Services Agreement (RSSA) is required. Invoices should be obtained by the faculty member or department overseeing the third party services and processed through the Online Accounts Payable Check Request process. All other institutional policies – and those of external sponsors when research is involved – still apply and the department and/or grant manager will be responsible for related oversight and compliance.
- For services costing \$10,000 or more, but less than \$100,000: The International OSA or RSSA designated for this category should be used and a purchase order issued in advance of services being provided. Note that this form will be significantly shorter and more straight-forward than the existing RSSA form.
- For services costing \$100,000 or more: The International RSSA designated for this category should be used along with the relevant riders and applicable documents.

Exceptions to the above procedures are services involving the use of protected health information (PHI), sensitive electronic information on faculty or students (SEI), federal contracts, and when sponsor award documents include specific compliance requirements. For situations where these sensitive data may be used, please contact the Office of Research Support (campus schools) at 684-3030, the Office of Research Administration (Schools of Medicine and Nursing) at 684-5175, or the Director of Procurement Operations at 684-4010 for assistance.

The revised GAP 200.370 and new International RSSA forms can be accessed at

<http://finance.duke.edu/accounting/gap/m200-370.php>.

To further streamline our processes while ensuring we comply with US regulations and our research funding obligations, additional changes to the Research Support Services Agreement and Outside Services Agreement used domestically will be communicated in the coming weeks.

For questions or further clarification regarding these changes, please reach out to your contacts in the pre-award or procurement offices referenced above. Please distribute this memorandum as appropriate within your schools and departments, including to impacted faculty and staff.