

PhD Purchasing Guidelines

Overview

Each PhD student has the 10% of the scholarship available to be used for instrumental activities for their research project.

This 10% amounts to € 1624 per year and the sum not spent in the single year can be accumulated over the three years.

These sums are contained in appropriate accounting projects. Each PhD student has his/her own accounting project containing this 10%. The respective project code will be communicated to each PhD student and must be entered in each purchase form.

Based on the decisions taken by the Board of the PhD programme ESFM and ADSAI, PhD students can use the sum, as well as for missions, to make the following purchases:

- a) scientific associations registration fees;
- b) conferences registration fees;
- c) purchase of online services for the PhD research project;
- d) small equipment of less than € 516.00 and not inventoriable;
- e) laboratory analysis for geologists;
- g) publication fee.

The procedures that PhD students can activate to make the purchases are the following:

- *buono d'ordine*, to be used for the purchase referred to (d) small equipment of less than € 516.00 and not inventoriable; (e) laboratory analysis for geologists (ESFM only);
- *piccole spese bis*, to be used for the purchase referred to (a) expenses for registration with scientific associations; (b) expenses for registration for conferences; (c) purchase of online services related to the PhD research project; (g) publication fee
- *fondo economale* (so-called *piccole spese*), to be used on a residual basis by agreement with the Secretary for the purchase referred to (b) expenses for registration to conferences; (c) purchase of online services related to the PhD research project.

Guidelines for purchasing by “*buono d'ordine*”

This procedure can be used for the purchase of small equipment of less than € 516.00 and not inventoriable, and for the purchase of the laboratory analysis.

The PhD student must obtain at least a quote from a company that sells the product or service he/she wants to buy.

The PhD student must then send the quote to the email address dmg.ordini@units.it briefly describing in a simplified form what he/she wants to buy and indicating his/her project code of 10%. The Head of the Department Head and the Coordinator of the Doctoral Studies must be included in the email for the purpose of controlling and authorizing expenses.

The email must be attached to the form completed by the supplier and relating to the declaration art. 80 referred to at the following link

In order to speed up the working process, it is advisable to ask for quotes from subjects already suppliers of the University and therefore already present in the management systems. These can be known through comparison between colleagues and in particular with those who already have at least one year of experience. It is also advisable to select Italian companies, European only in the alternative, while non-EU only as *a last resort*. This is since, following the quote, a moment of confrontation arises between the Administrative Office and the company that is extremely complicated if the cultural approach to the practice of the parties is opposite. For example, it is basically inconceivable for a US company to fill in the mandatory documentation according to our procurement code. On the other hand, an Italian company knows the Italian bureaucracy and dialogue (not only for the language) is much easier.

To add new suppliers, a form must be filled by the company at the following link
<https://www.dmg.units.it/sites/dmg.units.it/files/Modulo%20anagrafica%20fornitore.pdf>

Once the order has been taken over, the Administrative Office will take care of completing it.

Guidelines for purchasing through "piccole spese bis"

This procedure can be used for registration fees to scientific associations and/or conferences, purchase of online services related to the PhD research project. In all cases it must be purchases of less than € 500.00.

In this case, the PhD student personally advances the costs by having the payment receipt registered to him/her. Therefore, the buyer's name that results from the tax documentation must not be that of the University of Trieste but of the PhD student who makes the purchase.

To obtain reimbursement of the expense incurred, the PhD student must send the following documents to the following email address dmg.ordini@units.it:

- the form completed and signed by the Coordinator and the Head of Department referred to at the following link https://www.dmg.units.it/sites/dmg.units.it/files/modulo%20A_0.pdf
- receipt of payment;
- site payment policy (the site's payment screen is also fine)

The subject of the email will be "Richiesta rimborso piccole spese bis".

This type of request is paid monthly by the Administrative Office by bank transfer to the bank account indicated to the University.

Guidelines for purchasing through the *fondo economale* (so-called "piccole spese")

This procedure can be used on a residual basis for expenses for registration fees to conferences and for the purchase of online services related to the PhD research project. In all cases it must be purchases of less than € 500.00.

In this case, the PhD student personally advances the costs by having the payment receipt registered to him/her. Therefore, the buyer's name that results from the tax documentation must not be that of the University of Trieste but of the PhD student who makes the purchase.

To obtain reimbursement of the expenses incurred, the PhD student must deliver the following documents to the Administrative Office in original (deliver by hand):

- the form completed and authorized by the Coordinator referred to in the following link https://www.dmg.units.it/sites/dmg.units.it/files/Modula%20A%20richiesta%20rimborso%20fondo%20economale_0.pdf . The Administrative Office will then obtain the authorization signature from the Head of Department, responsible for the project;
- the tax receipt of the purchase (e.g. receipt).

The Administrative Office can be reached in Building Q, via Weiss 2, second floor, room 227, on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays he receives in H2bis building, Via Valerio 12/1, third floor in the managing room.

The documentation can be anticipated at the email address manuel.carnio@amm.units.it

The procedure ends with the hand delivery of the cash related to the refund.