

Issuing Work Orders to Children's Hospital Colorado

What is a Work Order

- WO replaces the issuance of a subaward
- Is the mechanism used to request work to be performed at CHCO
- Work order packet consists of the completed WO form and WO budget.
- PI signature is not required on the WO form but it is suggested that PI approval of the WO and the budget is received prior to sending the WO packet to CHCO
- Send the WO packet to Research Agreements at ResearchAgreements@childrenscolorado.org

How to Pay a CHCO Work Order Invoice

- CHCO Post Award Accounting will forward an invoice to the email address that is provided on the WO form.
- Payment is made through Marketplace by creating a Payment Voucher
- No SPO is created
- Use account code 535102-Medical Services
- Include “MSA CHCO SOM” in the Products Description section under Financial Reports Comments field.

Where to find the Work Order Forms

- <https://childrenscolorado.sharepoint.com/sites/affiliate/CHRE/Pages/MSA-Work-Order-Form-.aspx>
- <http://www.ucdenver.edu/academics/colleges/medicalschoo/departments/pediatrics/research/Pages/Research.aspx#grants> In Process
- Peggy.Roddy@ucdenver.edu
- Laura.Furey@ucdenver.edu