

STANDARD OPERATING PROCEDURE- POLICY

DEPARTMENT SHARED FOM

SCOPE/APPLICABILITY:

Applies to any provider with an assigned OB/GYN FOM.

PURPOSE:

To define when the Finance Team has authority to use Department Shared FOM and how to address purchase/reimbursement requests when a provider has no remaining funds in their FOM and does not have other alternative funding.

DEFINITIONS:

- Fiscal Year (FY) runs from July 1 to June 30.
- A new hire is a provider with a start date within the current FY.

PROCEDURE:

- The Finance Team may utilize Department Shared FOM for the following:
 - OB/GYN Administrative or Educational role-related travel expenses, including conference registration.
 - Clinically required license fees of new hires with insufficient FOM.
- Providers who have no remaining funds in their individual FOM may request use of the Department Shared FOM to support necessary business expenses.
 - In general, requests should support clinical, education or research needs (i.e. no earphones)
 - All such requests must be approved by the OB/GYN Chair or designate.
 - Not all requests will be approved and are subject to funding availability.
 - Faculty who have given resignation notice may not be eligible for additional funding.
- All expenses must comply with the University's guidelines, as outlined in University Policy 4000.

REPORTING:

- The OB/GYN Fiscal Services Tech utilizes an automated report distribution to send provider FOM activity and balances.
- Questions regarding allowable expenses and purchase requests may be sent to HSC-OB-Purchasing@salud.unm.edu.




OTHER RELATED SOP:

[FOM Account Use](#)

[OB/GYN Procurement](#)

APPROVALS:

SOP Owner:	Finance Team	Date: 6/30/2023
Chair Approval:		Date: 7/3/2023
Effective Date:	7/1/2023	