

Spending Your Grant Funds

Purchases/Expenditures

- All purchases will be made in accordance with University Purchasing Policy and the terms of the grant.
- If proper purchasing procedures are not allowed, the purchase is considered personal, and will not be reimbursed. Please refer to University Administrative memorandum on Purchasing.
- If your grant includes salaries and/or consultants, please contact Human Resources and the Purchasing Unit as soon as possible
- Requests for deviation(s) from project plan and/or budget must be in writing to the Program Officer unless “Expanded Authorities” provisions apply
- Unusual or unallowable according to OMB Circular A-21 guidelines requests must be approved by the agency financial representative
- A copy of the approved written response from the Program Financial Officer must be forwarded to the Office of Sponsored Programs and Business and Finance

Encumbrances

- Please monitor your grant’s “Open Commitments.”
- If your supplies have been delivered and an invoice was sent, sign the invoice, maintain a copy for your records, and forward to the Accounts Payable in the Business and Finance Office for Payment.
- If you receive goods and have not received an invoice, please contact Accounts Payable immediately.
- Keep a shadow accounting system so that you will know at a glance what you have spent. Remember, the Banner system will not have recent charges posted that have not finished processing and you don’t want to over spend. You should have the most up to date balance on your account. Don’t depend on others to keep up with your available balance.

Guideline/Resources for spending grant funds

Access this information at:

http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

Section J. General provisions for selected items of cost.

Sections 1 through 54 provides principles to be applied in establishing the allowability of certain items involved in determining cost. These principles should apply irrespective of whether a particular item of cost is properly treated as direct cost or F&A cost. Failure to mention a particular item cost is not intended to imply that it is either allowable or unallowable; rather, determination as to allowability in each case should be based on the treatment provided for similar or related items of cost. In case of discrepancy between the provisions of a specific sponsored agreement and the provisions below, the agreement should govern.

<http://www./arl.army.mil/www/default.cfm?Action=29&Page=218>

<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-table.html#table>

http://era.nih.gov/nih_and_grantor_agencies/post-award_management/index.cfm

<http://www.nsf.gov/awards/managing/>