

P-CARD PROCEDURE – Grants and Contracts

An individual requesting grant funds (Fund 44) on a P-Card must review, sign and return this form to Grants Fiscal Administration as part of the application process.

Grant and Contract Fund Requirements

1. The cardholder must contact the Grant Administrator by e-mail **prior** to making a purchase with grant funds to make certain that all charges are allowable according to the agency agreement, University policies and procedures, and OMB Circular A-21.
2. The cardholder must forward a copy of the receipts highlighting the grant transactions and the e-mail from 1) above to the Grant Administrator.
3. A P-Card purchase may be transferred to a grant or contract after-the-fact when appropriate documentation is submitted to and authorized by the Grant Administrator prior to the transfer.
4. Failure to follow this procedure could result in the transfer of the P-Card charges from the grant or contract to the default cost center.

Applicant's Signature (Applicant must have signature authority on grant or contract.) Date

By signing this form I understand and accept the above P-Card Procedure as related to grants and contracts.