



Request to Add Grant to Commercial Card Allocation Form

A Principal Investigator (PI) requesting permission to allocate Commercial Card purchases directly to a Grant and Contract Account (44-Fund) must review, sign and return this form to the Grant and Contracts Administrator (Administrator) assigned to the award. If the PI is not the P-Card holder (Cardholder), then the PI and Cardholder must acknowledge and adhere to the following:

44-Fund Requirements

- 1. Follow all Commercial Card policies and procedures.
2. To ensure purchases are allowable under all applicable policies and procedures, the PI must obtain approval from the Administrator prior to making each purchase using grant funds.\* For documentation purposes, the request should be made via email.
3. After the purchase is made, the Cardholder or PI will provide a copy of the receipt at the request of the Administrator.
4. Failure to follow this procedure may result in a transfer of Commercial Card charges from the 44-Fund to the default cost center for provided in the proposal for the award.

Grant Number:

Grant Description:

By signing this form, I understand and accept the above P-Card procedure and authorize the individual(s) identified on this form to make P-Card purchases related to the Grant Account Number listed.

Principal Investigator (name printed)

P-Card Cardholder (name printed)

PI Signature

Cardholder Signature

Date

Date

Grants & Contracts Administrator (name printed)

Signature and Date

\* Exceptions to this may be authorized by the Administrator based on the type of award and/or purchase(s).