

PROCEDURES FOR SPENDING DOWN YOUR GRANT FUNDS

For an electronic version of this form visit: <http://www.wcupa.edu/research/manageAward.aspx>
(scroll down to “how do I spend my grant funds”)

For more detailed information regarding spending your grant funds:
http://www.wcupa.edu/INFORMATION/AFA/FBS/TB_Grant.asp

Please remember to use the SAP cost center number for your grant when filling out all forms. If you do not know your SAP Cost Center Number, please contact [your Grant Specialist](#)

Faculty Salary:

- If receiving summer salary, must follow dual compensation procedures:
<http://www.wcupa.edu/research/documents/Dual%20Compensation%20Instructions.pdf>
- If grant is providing an academic year AWA, no action is necessary. All funds transfers will happen behind the scenes:

Hiring a Graduate Assistant:

- The “Request to Hire a GA form” (R2HGA) must be filled out.
<https://sharepoint.wcupa.edu/vp/aa/ga/hirega/Lists/Request%20to%20Hire%20GA/Item/newifs.aspx>

Student Payroll (for hiring student employees working on a grant):

- If the grant is paying for student workers, a student payroll request form must be filled out:
<http://www.wcupa.edu/INFORMATION/AFA/Budget/frmStuPayReq.asp>
 - This form should be filled out prior to the student beginning work.
 - Anyone hired by the university, including all student workers, must complete the following background checks:
 - PA State Police Clearance
 - PA Child Abuse History Clearance
 - FBI Criminal History Clearance

Payments for research participants (incentives):

- If gift cards will be used, gift cards can be purchased in two ways:
 - Personal credit cards. If your personal credit card is used you must fill out a [payment request form](#) (choose payment request from the dropdown menu) making sure to provide original receipts (not just credit card statement). This method requires you to put the charge on your card, and wait for reimbursement.
 - Purchasing Cards (P-cards)
 - If a departmental credit card is used, immediately after purchase, an e-mail must be sent to [Nicole Bobbert](#) detailing the amount of the

purchase, providing receipts, and where the funds are coming from (ie the SAP number for your grant)

- If you have a p-card tied to your grant, that can be used. Be sure to keep original receipts for monthly reconciling.
- If a check is to be issued, a [payment request form](#) must be filled out.

Procurement of goods (supplies) and services (including consultant payments)

- Goods and Services not requiring a PO. These are typically smaller purchases of commonly sold items that are readily available (examples includes supplies, books, software, and conference registration fees)
 - Personal Credit Card can be used, and then a [payment request form](#) must be filled out, making sure to provide original receipts (not just a credit card statement). If a payment request form is filled out immediately after purchase, you should receive reimbursement prior to your next bill being due.
 - If you will be making many purchases for supplies, you may consider applying for a p-card that will be tied to your grant funds. To apply for a p-card click [here](#) and select Card Systems Enrollment from the dropdown. Contact [Nicole Bobbert](#) if you have additional questions regarding p-cards.
 - If you already have a departmental p-card, or a p-card attached to other funds. This card can be used for purchases, but immediately following the purchase, an e-mail must be sent to [Nicole Bobbert](#) detailing the amount of the purchase, the date the purchase was made, the vendor, and where the funds are coming from (ie the SAP number for your grant)
- Goods and Services requiring a PO (typically vendor payments, service contracts, larger goods purchases, and consultant payments and/or honorariums- also any chemical purchase)
 - An e-req must be generated. In order to initiate an e-req, the following information must be provided to your department secretary who will be able to generate an e-req (This information is often obtained from quotes or letters of commitment)
 - Quote, Letter of Commitment, or Invoice
 - Vendor Name and contact information
 - Vendor EIN (or SSN for consultants)
 - Detail of goods being purchased or details of service being provided
 - If a service, time frame for conducting business
 - Amount of goods or services

Travel

- Travel using grant funds follows the same procedure as department supported travel: The following forms must be used, using the SAP account number for your grant:
 - Before Travel Occurs: [Advanced Travel Authorization](#): Choose from dropdown menu
 - For Reimbursement: [Travel Expense Voucher](#) Choose from dropdown menu

SubAwards:

- Subawards are processed through the Office of Sponsored Research and Business Services