



Policy: <b>Purchasing Card (P-Card) Purchases on Sponsored Programs</b>	Policy No: <b>S5.4</b>
Policy Developer(s): <b>Office of Sponsored Research</b>	Original Date: May 18, 2018
Last Review Date:	Approval Date: October 17, 2019

- I. POLICY:** Supplies and other expendable property, equipment, real property and other services must be obtained in an effective manner and in compliance with the provisions of applicable Federal regulations [45 CFR 75 Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards](#) and [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
- II. PURPOSE:** To clarify Federal requirements and procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.
- III. SCOPE:** This policy applies to all sponsored awards and must be followed by all John Carroll University (“the University”) faculty, staff and students involved with sponsored awards and/or the processing of expenses charged to sponsored awards. These guidelines are to be followed in accordance with the University’s [Purchasing Card \(P-Card\) Policy and Detailed User’s Manual](#) and [P-Card Prohibited Purchases](#).
- IV. PROCEDURES:** The following guidelines for purchasing items with the Purchasing Card must be followed:
1. Each transaction must be less than the transaction limit requested at card issuance.
  2. Inform the cashier that the transaction is tax exempt and provide the tax-exempt number before items are totaled.
  3. Keep a log of orders placed by phone, fax, or mail, including shipping information.
  4. Be familiar with the vendor’s terms, such as shipping, freight, return, and refund procedures.
  5. All charges must be directly allocable and allowable to the project, and all purchase prices must also be reasonable. Use the card responsibly.
  6. Keep all receipts. They will be needed for reconciling the statement each month.
  7. If an item must be returned and the vendor requires the original receipt, a copy of the receipt may be sent to Procurement with the reconciled statement.
  8. If receipts are lost, complete the [Missing Document Form](#).
  9. Once the statement is reconciled, the statement, along with receipts, is to be sent by campus mail to the Carroll Card Supervisor. Statements are to be sent in no later than the first week following the reported month.
- A. Restricted Items:** Cardholders agree not to use their delegated purchasing authority to obtain any of the items listed on the [Prohibited Purchases list](#) without the pre-approval of the purchasing office.

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- B. Sanctions:** Failure to adhere to this policy and procedures may result in the administrative suspension and/or termination of a sponsored program agreement and other appropriate corrective actions.

### **V. CROSS REFERENCES:**

- A. [University Policies](#)**, including but not limited to
1. Sponsored Research Policies
  2. Bank Account Reconciliation
- B. Other University documents**
1. [Missing Document Form](#)
  2. [Prohibited Purchases list](#)
- C. Federal Regulations, Statement, and Mandates**
1. [Purchasing Card \(P-Card\) Policy and Detailed User's Manual](#)
  2. [P-Card Prohibited Purchases](#)
  3. [45 CFR 75.303](#)
  4. [2 CFR 200.303](#)
  5. [HHS Grants Policy Statement](#)
  6. [HRSA Legislative Mandates in Grants Management for FY 2018](#)
  7. [NIH Grants Policy Statement](#)
  8. [NSF Proposal and Award Policies and Procedures Guide](#)

***This policy will next be reviewed five years from the date of last review.***