October 24, 2013

To: All CES & SNRAS-AFES Primary Investigators and Co-Investigators
All ProCard Users and Approvers

From: Michelle Pope, Executive Officer
CES & SNRAS-AFES Business Office

RE: Authorized Signatures for Purchasing on Restricted Funds

During a recent external audit, it came to the attention of the Business Office that CES and SNRAS-AFES are out of compliance with federal regulation to obtain Principal Investigator's or Co-Investigator's (PI/Co-I) approval on purchase requisitions for goods and services procured on restricted funds.

Effective immediately, all procurement requests for restricted funds must have written approval by the PI/Co-I. Note: all funds not starting with a “1” are considered restricted and have this requirement.

All purchases submitted to the Business Office must have written approval for the purchase via one of the following methods:

1. The PI or Co-I sends an email to the Purchasing Technician containing approval for the purchase and the restricted funding to be used. This confirmation will be attached to the Purchase Requisition Form.
2. The PI or Co-I signs the Purchase Requisition Form that is then sent to the Purchasing Technician.

All purchases made by a department ProCard must have written approval for the purchase via one of the following methods:

1. The PI or Co-I sends an email to the ProCard user containing approval for the purchase and the restricted funding to be used. This confirmation must be attached to the ProCard statement.
2. The PI or Co-I signs and dates the purchase receipt and notates the restricted funding that should be charged for the purchase. This signed receipt must be attached to the ProCard statement.
3. The PI or Co-I signs and dates the monthly ProCard statement that contains the purchases on restricted funds. Since there is not an established line for the PI/CO-I, signature and date should be placed under the approver signature line.

It is the PI/Co-I’s responsibility to verify and allocate cost. The program managers/administrators are there to help the PI/Co-I but do not have signing authority to expend funds.

If the PI/Co-I will be inaccessible due to field work, sick leave, off-contract, etc., a delegate may be assigned to allow purchases to occur. However, upon return, the PI/Co-I must approve in writing the charges to the restricted fund to verify that the charge is allocable to the project and for compliance with federal regulation. Delegation must be in writing, signed by the PI/Co-I and submitted to the Business Office Procurement Technician and/or the department ProCard user prior to purchases being requested.