

Attachment A

RF Procurement Card Checklist for Grant Allowable and Unallowable Commodities

RF Account (PTA) # _____ End Date _____ PI Name: _____ Org: _____
 Cardholder Name: _____ Last 6 digits of AMEX Card #: * _____

All Charges must be for Business Purposes Only

All purchases must meet all sponsored project conditions and requirements. Charges must be reasonable, necessary, and appropriate to the specific account. All activity is subject to audit to monitor compliance with policies and procedures governing this program. Improper use could lead to suspension of privileges or termination. Below is a guideline for items purchased against this RF Account. **For specific items, please contact your**

Sponsored Project Coordinator at 645-2634.

Completed by: _____ Department: _____ Date: _____

Template: _____

Commodity	*Expenditure Type	Allowable(Yes/No)	Comments
Abstract Fees/Page Charges	Fees: OTR Misc Other Page Charges: PPP Page Costs		
Advertising	GNS Advertising Services		
Books/reprints/publications	SUP Book & Periodicals		
Cell Phone purchase/service	PBS Telephone Services		
Chemical supplies	SUP Lab Chem		
Computer Supplies/software - no license agreement required	SUP IT Supplies		
Food purchases with appropriate justification	SUP Food and Bev Supplies		
Furnishings (carpet, blinds, curtains)	SUP Other Supplies		
Furniture	Under \$2500;SUP Other Supplies		
Journals	PPP Page Costs		
Lab Supplies	SUP Class Lab		
Membership fees	CFR Membership Fees		
Office machines	SUP Other Supplies		
Office Supplies	SUP Other Supplies		
Postage	OTR Misc Other/PPP Postage		
Printing services, film processing	PPP Outside Printing		
Registrations	CFR Meeting Expenses		
Repairs of equipment- maintenance agreement not in place	SUP Maintenance & Repair		
Subscription	CFR Subscription Services		
Shipping (UPS, FEDEX, etc)	OTR Misc Other		

Unallowable/Restricted Items for any Procurement Card Transaction:

<ul style="list-style-type: none"> ▪ Travel/entertainment (airline, ground transportation, car rental, parking, lodging, restaurant, meals, catering, etc.). ▪ Subject fees ▪ Gifts/gift certificates/gift cards ▪ Controlled substances requiring a DEA license, Live animals, Radioactive materials, Specialty gases/cylinder rentals, medical services, weapons/ammunition ▪ Any material, agent, or toxin identified as a Select Agent or Toxin by U.S. Government regulations. ▪ Personal celebrations and gifts of sentiment (birthdays, retirements, etc) Flower, Cards ▪ Food purchases for employees or staff meetings ▪ Purchases requiring a signature from an authorized representative of the University ▪ When a written agreement needs to be signed by a representative of the University 	<ul style="list-style-type: none"> ▪ Leases, Maintenance agreements, long-term rentals (1 year or longer) ▪ Professional services, consultant fees ▪ Employee/Staff morale and recognition items ▪ Personal use ▪ Alcoholic beverages, coffee service, etc. ▪ Orders exceeding the \$2,500 limit (do not split-order) - use traditional purchasing methods ▪ Fuel for privately owned vehicles or rentals ▪ Employee relocation expenses ▪ Unapproved trademark items ▪ Insurance ▪ Cash advances, Cash back on purchases, Cash refunds on returns ▪ Donations
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