Below is the Procurement Card Policy for all departments utilizing research funds.

- For frequent and same vendor/commodity purchases, a duplicate APPROVED Grant Purchase Request can be utilized as prior approval when using the Grant Procurement Card.

- A Grant Purchase Request does NOT have to be submitted for the purchase of commodities $1999.99 or lower. Prior to purchasing commodities $1999.99 or lower submit an email to your OSP contract administrator detailing your required purchase. **Note:** A print out of the approval email from OSP must be included in the reconciliation packet with the receipt. * (See notes below)

It is the cardholder’s responsibility to verify before purchase of commodities that each vendor is not currently debarred. To search vendor’s debarment status go to: https://www.epis.gov/. A print out of the search status must be included in the Reconciliation Packet.

**Debarment:** In accordance with several Public Laws and Executive Orders, an individual, institution or firm that is debarred, suspended or excluded from doing business with the Federal, State or local governments cannot participate in government procurements or receipt of particular government monies. http://resadmin.uah.edu/resadminweb/information/compliance/complianceguide.html

I. Making a Purchase with a Grant Purchasing Card

Cardholder/P.I:

- Determine cost of commodities and best vendor price
- Determine if the Purchase is Allowable under Contract/Grant
- Send a detailed email to OSP of commodities needing to purchase * (See notes below)
- Complete Travel Request form if travel is required
- After approval Purchase Commodities (Tax Exempt) with Grant Purchasing Card
- Retain Receipt from purchased commodities
- Provide purchase documentation and OSP email approval to Department Reconciler

Reconcilers:

- Reconciler reviews pre-approved transactions and documentation
- Reconciler inputs proper ORG Account Code(s) in WORKS
- Reconciler allocates funds and Signs-Off transactions in WORKS
- Reconciler must review Reconciliation Log for signature compliance
- Reconciler sends completed packet to the Procurement Office for final review

* It is not required that the cardholder delay purchase of commodities until an OSP email approval is received. However, if the commodities charged are deemed unallowable, the charges will be transferred to the department’s home labor account.