How Do I spend my Grant Funds:

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

All forms can be found at: http://www.wcupa.edu/_INFORMATION/AFA/FBS/FORMS/Forms.asp

Faculty Salary:

- If receiving summer salary, must follow dual compensation procedures:
  http://sp.wcupa.edu/vp/afa/HR/payroll/SitePages/Dual%20Compensation.aspx

- 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. The form can be downloaded from the Graduate Studies Web page.

Student Payroll (for student employees working on 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
  - After this procedure is completed, the student will receive a time card and the PI will be responsible for approving the time card and ensuring that the student does not go over his allotted hours committed on the grant.

Student Stipend Payments for Participation in Studies:

- For payments of $25 and under
  - If grant states 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 (scroll down on the screen until you reach payment request form) making sure to provide original receipts (not just credit card statement).
    - P-cards. If a departmental credit card is used, immediately after purchase, an e-mail must be sent to Kelly Smith detailing the amount of the purchase and where the funds are coming from (ie the SAP number for your grant)
  - If a check is to be issued, the student payroll request form must be filled out:
    http://www.wcupa.edu/_INFORMATION/AFA/Budget/frmStuPayReq.asp

- For any payments over $25
  - Approval must be obtained by President Weisenstein.

Procurement of Goods 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.
- 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.
- Larger grants may be eligible for p-card use dedicated to your grant. Contact Kelly Smith of restricted funds for more detail.
- 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 Kelly Smith 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)
  - 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: (first one on the list)
  - For Reimbursement: Travel Expense Voucher, (close to bottom on list)

SubAwards:

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