

GRANT OFFICE SUPPLY PURCHASES - 2016

Requirements regarding office supply orders for grants (also known as sponsored projects).

Staples Advantage orders placed for sponsored project (grant) purposes have to be charged to the departmental org # and cannot be charged to the grant # for the following reasons:

- Not all sponsored projects allow for the purchase of office supplies since office supplies are typically considered as overhead and not a direct cost to the sponsored project.
- Staples Advantage orders are hard-coded in the system to allocate to account # 6345 and cannot be changed. Special projects may need to be allocated to a different account #.
- Sponsored project financial activity requires review and approval by the PI and the Grant & Contract Accounting office (GCA) prior to impact to the project's budget. Allowable charges to the sponsored projects can be moved at a later date by submitting a journal entry to GCA for review and approval. The journal entry must be signed by the PI and have all supporting documentation attached.

Should you need additional info regarding these purchases, please contact Carmela Wells in GCA.