Office of Sponsored Programs and Research (OSPR)
Purchasing Procedures

When any supplies, equipment, services or materials are purchased with grant funds the following process must be followed:

1. All purchases made must be used expressly for the grant from which the funds are being encumbered.

2. Every purchase made with grant funds must be identified in a line item, fall under the category of a line item on the budget or align with a line item in a revised budget. If the item is not listed in the budget, in some cases, time must be allowed for approval of a revised budget. If you are unsure, contact the post-award administrator at the Office of Sponsored Programs & Research.

3. Every purchase requires that a purchase requisition be entered in SAP for any funds that are spent. When planning your spending allow sufficient time (15 business days) for the purchase cycle. Include the following message in your information to be provided for the Purchase Requisition: “This purchase is for a line item in ______ grant.”

4. If the purchase price of any one item is $3,000 or less, no quotes are necessary. If the purchase price is between $3,000 and $19,400, the project director must provide two written vendor quotes, which are to be attached to the purchase requisition. If the purchase price is over $19,400, sealed bids are required through the Purchasing Department.

5. If the purchase is for a speaker or service, other than a purchase, a Service Purchase Contract (SPC) may be necessary. SPCs must be initiated at least 30 business days before the service is needed. SPC’s are initiated through a purchase requisition in SAP. SPC’s require original signature documents to be mailed. No faxes, scans or copies are permitted.

6. The purchase requisition can be entered into SAP by the department’s secretary or you may request the assistance of the OSPR secretary.

7. Once the purchase requisition is entered into the system and approved by all authorities, the purchase can then be made by purchasing.

8. Any invoice received for grant-purchased items should be sent to the Grant’s Accounting Office, mailbox 11.

9. Please contact the post-award administrator at the Office of Sponsored Programs & Research if you have any questions regarding these items.