PSU SPP Review & Approval of Grant Expenditures

Separate procedures based on use of different databases/technology and if approval/release is required. Use Calibri 12 pt font.

Title: Be specific (i.e. Award Set Up in Banner Finance) **Review and approval of grant expenditures**
Version: (1-11-14-2019 version number and date released) 1-12-11-2019
Prepared by: (Name of Author, Title) Liane Sutcliffe, Post Award
Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019) Heather Arnold, Director 3/2/2020
Position authorized to execute this procedure: (Position, Title) Grants Administrator and Compliance Officer
Purpose/goal of procedure: (Briefly explain what procedure will accomplish) To ensure allowability, allocation and reasonableness of transactions posted to grant funds
Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) VPN, Banner Finance, WebI reports, BDMS (expenses loaded by FSC), access to MFD (multi-function device) for scanning
Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.)
1. PI or designee uses appropriate procurement method to purchase items, services or equipment, along with backup documentation to the FSC establishing the necessity of the purchase for the success of the project. The PI signs off on the expense and notes the project name and 5w's (Who, What, Where, Why, When) to establish the link to the grant and outcomes in addition to the allowability, allocation and reasonableness of the expense.
2. PI-approved documents are sent to the appropriate FSC for review to ensure all USNH polices have been followed, the appropriate backup and signatures have been provided prior to processing.
3. Expense documents are then reviewed by the Grants Administrator for grant allowability, allocation, reasonableness, and to confirm the expense was budgeted and approved by the sponsor. A check of budget availability is also completed prior to approving and forwarding for FSC processing.
4. FSC will upload all associated purchase transaction documents to BDMS system after the document is processed for payment, providing access to backup documentation.
5. PIs will review grant expense reports monthly, to ensure transactions are correct, to confirm there are no omissions or transactions that do not belong to the grant.   If a transaction is questionable and needs further review it can be put on hold temporarily so that it will not be billed to the sponsor using FRABDCN.   (Unbilled Status Control Form).