



**Office of the Vice President for Research
Standard Operating Procedure**

**Grant P Card Purchases
#1015
Effective Date: 01/01/2019**

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) use the grant P card. This process will promote a consistent approach and understanding to ensure all grant P card transactions are handled the same way throughout the GO Centers, as well as in line with sponsor and university policies.

II. Introduction

A grant P card is one method which can be used to purchase supplies for a grant award. If a grant award or department has a grant P card, it will be managed by the assigned PAS.

III. Procedure

When the purchase of supplies or other grant eligible items need to be made, the PI or a member of the research team will contact the PAS and request that the purchase be made. The PAS will ensure that the purchase is allowable under the grant agreement, ensure that funds are available for this purchase, and confirm it is in line with the university grant P card policy. Once the PI has verified and approved of the items for purchase (typically via email), the PAS can then purchase the item(s).

The PAS is responsible for the reconciliation of grant P card charges within Workday. This reconciliation can be performed by using the Verify Procurement Card Transaction job aid located on the shared Workday Google drive. After the grant P card changes are reconciled then the appropriate Cost Center Approver and Grant Manager (Sponsored Programs Accounting team) reviews and approves the charges to ensure they are correct before being posted to the appropriate grant.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/22/2021]	[06/25/2021]	Updated to reflect grant P card purchase process in Workday