

## **Research Services**

### **Policy 09.001**

Area: Purchasing Card Transactions on Contracts and Grants

Authority: Dean of Graduate School and Research

History: Placed into effect March 2009, revised October, 2011

Responsible Office: Office of Research Services

All financial transactions charged to a sponsored program using a University Purchasing Card shall meet the same allowability criteria as if state funds were being used. No food, entertainment or other normally unallowable transactions under State of North Carolina source of funds guidelines shall be allowable without the express approval of the Office of Sponsored Programs. Transactions not meeting these standards should be forwarded to the Grant Officer for review. Such transactions may be allowable on a sponsored program given the scope of work upon which the award is based. Transactions found to be unallowable will be transferred to an appropriate investigator or departmental trust fund. UNCW purchasing card policies must be followed. To ensure accountability and allocability, ORS/OSP discourages the use of the university purchasing card the last 30 days of a contract or grant.

Contact: Director of Sponsored Programs, 910.962.3810, [www.uncw.edu/policies](http://www.uncw.edu/policies)