



California University of Pennsylvania

Office of Sponsored Programs & Research (OSPR) Purchasing Procedure for Pre-Planned Spends in Sponsored Projects

During a sponsored project, it may be necessary to make unanticipated small purchases while one is in the field doing research or on the road. It is best to create a purchase requisition for pre-planned spends at the start of the project to cover any emergency purchases. A pre-planned spend is a fund, set aside for a specific dollar amount to prepare for these small purchases. This pre-planned spend can be kept in place until the pre-planned spend funds are consumed or the project ends. At the end of the project, request that any remaining pre-planned spend funds be placed back into the grant's cost center.

Pre-planned spends are designed for unanticipated small purchases only and are not intended to replace the purchasing of line item supplies in the sponsored project's budget. The following are the steps one should take to create a purchase requisition for pre-planned spends:

1. Have your department secretary or request that the OSPR secretary create a new purchase requisition using the sponsored project's fund center using the instructions below:
 - a. In the Header, place the PI's name, address, and phone number.
 - b. In the Item Text place "Supplies needed for grant project."
 - c. In the Item Note place "Supplies needed for grant project."
 - d. Enter the dollar amount that you need to set aside (\$50, \$100, etc). This amount cannot exceed the overall supply line amount of the project's original grant budget.
2. Once the purchase requisition is approved by all parties, purchasing will create a purchase order.
3. After the purchase order is created by purchasing, your department secretary should request that a copy be sent to your Department. Several copies of the purchase order should be kept on hand to attach to receipts later.
4. When money is spent, the original receipt must be kept that shows the date and the item purchased. The receipt should be attached to a copy of the pre-planned spend purchase order and sent to Purchasing (mailbox #41).
5. Pre-planned spends are reimbursed more quickly when the purchase order is attached to the receipt.
6. The item purchased becomes University property once the reimbursement is made.
7. Toward the end of the project, the department secretary can request that any remaining funds in the pre-planned spend to be placed back into the sponsored project's cost center.