I. General Guidelines
1. All expenditures requests funded by a sponsored programs must:
   - Comply with federal regulations, contract terms and conditions, OMB Circulars and any other applicable regulation governing the acquisition of goods, services and equipment.
   - Must provide supporting documentation, when required.
   - Must have approval from the Office of Sponsored Research prior to the referral to the processing areas.
   - Must, at least, be signed by the Principal Investigator (PI).
   - Must be an allowable cost identified in the approved budget.

II. Employment Papers
1. Must be received at least 7 working days prior to employment start date. All Faculty employment forms must be accompanied by an Assignment of Responsibilities form.
2. Must be signed by PI and Dean. For FAMU graduate students, the signature of the Dean of Graduate Studies is also required.
3. Academic Activity Assigned Reports must be signed and returned within two weeks of receipt.
4. Appointment term can not go beyond expiration date of the grant.
5. Faculty overload is not allowed in Federal Grants.

III. Other Personnel Services
1. Consultant services must be retained completing a Consultant Services contract and a requisition.
2. OPS After-the Fact Certification is required for services performed prior to the execution of the contract or the issuance of a Purchase Order (PO).

IV. Expenses (Purchases and TAR’s)
1. Must be signed by the PI. Travel Authorization Requests (TARs) must also be signed by supervisor.
2. All computer purchases (software, hardware and peripheral) must be accompanied by an Information Resource Request form.
3. Purchases of goods under $5,000 require one (1) vendor quote; from $5,000 to $24,999 require three (3) vendor quotes and; $25,000 or over, must meet bid requirement (competitive solicitation) and/or Sponsored Research Exemption criteria (three (3) vendor quotes are required, and the Sponsored Form must be completed by the PI.)
4. All requisitions accompanied by an invoice require an After-the Fact Certification.
5. Blanket POs for office supplies are limited to a maximum amount of $500. There is a limit of $2,500 for blanket encumbrances for chemicals. Blanket encumbrances are terminated on June 30, of each year.
6. Requests for advance travel funds must be received by the University Travel Office at least 14 working days prior to the departure date.
7. All foreign travel must have prior approval from the funding agency.
8. Only on special situations, documents will be walked-through.
9. Items purchased without a PO are the responsibility of the individual who issued the request.
10. All Reimbursement forms must be accompanied by a justification for why Purchasing procedures were not followed. Also, original receipts are required.
11. All expense requisitions must be made at least 30 days prior to the termination of the grant.
12. All OCO (equipment) requisitions must be made at least 60 days prior to the termination of the grant.