**P-Card, T-Card, TEM, Purchase Order, and iBuy Approval Guidelines (for staff)**

**School of Social Work**

**Background**
Staff approvers have the final opportunity to stop or alter the course of a purchase if necessary. It is the responsibility of the approver to assure the accuracy, appropriateness, and allowability of expenditures.

**Expected Timing of Approvals**
- PCards are to be reconciled within 7 days of the transaction date.
- Assuming a traveler submits their TEM request within 45 days of travel, all TEMs should be submitted to campus prior to the 60 day rule.

**Approval Checklist for ALL purchasing types**
- Check the accuracy of the CFOP.
  - If state, is the fiscal year correct (fund number ends in the right digits, ie. 100018 for FY18)?
  - Is the combination of CFOP still active (ie. did the grant end already)?
  - Does this combination of CFOP segments exists (or it is a rogue)?
- Check the accuracy of the account code
  - Does the account code match the type and size of charge?
- Are there funds available in this CFOP to cover this expense?
- Does the receipt (if applicable) match the charge and show a zero balance or PAID?
- Check the description of the purchase; is it clear:
  - Who the purchase is for (do not rely on the accuracy of the program code for discretionary funds, or the PI on grants)?
  - What the charge is for?
    - Spell out acronyms, ie. conference names
    - Provide explanation for items that may be unclear
  - What is the business purpose for the purchase, FOR ALL ORDERS.
    - Are they supplies for class? Research? Training?
    - Are they attending or presenting at a conference?
  - How does the charge relate to the goals of the grant (if appropriate)?
    - Are they disseminating results? Providing training? Meeting with clients?
- Assure the business purpose makes the charge allowable on the given fund

**Additional Checklist for TEM reimbursements**
- Is the means of transportation clear?
  - If no charge, why not?
- Is the location of overnight stays clear?
  - If no charge, why not?
- If a conference hotel, is a copy of the conference documentation included?
- Are all days of travel shown (or noted if personal time is included)?
- Is the person appointed on the grant being charged? If not, is part of their appointment on State or ICR funds?
- If the charges are split among funds, it is clear how the split was determined?
  - Such as “2 of 3 presentations were for grant A and 1 of 3 was grant B, therefore split 67%-33%” or “2 days spent at conference and 2 days spent with potentially collaborator, therefore split 50% on grant A and 50% on discretionary”

**Questions?**
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