

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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