

MEMORANDUM

From: Office of Sponsored Projects Administration **To:** SIU Faculty and Staff engaged in sponsored projects

Subject: Updates to Sponsored Project Expense Approval and Documentation Requirements

As a reminder, the following guidelines and documentation requirements must be met for expenses charged to sponsored projects:

- All expenses charged to a sponsored project must be necessary, reasonable, allocable, and allowable for the conduct of the project.
- All expenses charged to a sponsored project must be supported by dated original documentation identifying the budget purpose charged and required approvals.
- Documentation, electronic or other, must be made available and accessible at all times for audit purposes.
- Charges not meeting these requirements will be moved off the grant and onto departmental funds.

Please see below for transactions that **require OSPA prior approval**.

1. Account Corrections – OSPA approval is required for all account corrections involving a sponsored project.
 - Complete the required [Account Correction Form](#) and submit the form and attachment(s) to the appropriate OSPA Grant Assignee.
 - If approved, OSPA will route to appropriate area for further processing.
1. Computer Purchases – OSPA approval is required for all computer or computer equipment purchases involving a sponsored project.
 - Complete the [Computer Request Form](#) and submit to appropriate OSPA Grant Assignee for approval.
2. Equipment Costing >\$5,000 – OSPA Approval is required for equipment purchases by Invoice Distribution Form (IDF) **only**.
 - Complete [Invoice Distribution Form](#) (IDF) and submit to the appropriate OSPA Grant Assignee.
 - If approved, OSPA will submit to Accounts Payable.
3. Purchases \$10,000 and above – OSPA Approval Required
 - Complete [Purchase Requisition Form](#) and submit to appropriate OSPA Grant Assignee for approval.

Effective July 1, 2023, OSPA approval is no longer required on travel vouchers for domestic travel or purchases of <\$9,999.99 processed via an Invoice Distribution Form (excluding equipment and furniture). Please see below for the following updates:

4. Travel Voucher – OSPA approval is **ONLY** required when foreign travel is involved.
 - Foreign Travel – Complete [Travel Voucher](#) and submit to the appropriate OSPA Grant Assignee. If appropriate, OSPA approves travel voucher and forwards approval to Accounts Payable.
 - Domestic Travel – Approval for domestic travel should be authorized by the PI and Fiscal Officer. If the PI and Fiscal Officer are the same, secondary signature required by a next level supervisor or unit business manager signing under separate signatory authority.
5. Direct Voucher (IDF) Method of Payment (updated) – transactions \$9,999.99 or less (excluding equipment and furniture)
 - OSPA approval is not needed (excluding equipment paid with IDF and payments to subawardees). Approvals at this level should be authorized by the PI and Fiscal Officer. If the PI and Fiscal Officer are the same, secondary signature required by next level supervisor or unit business manager.

If you have questions or concerns regarding these changes, please contact your [OSPA Grant Assignee](#).