

# Grant Account Permission to Purchase Using P-Card

Instructions:

1. Complete this form BEFORE making a P-Card Purchase Using Grant Funds.
2. Separate forms must be completed for each P-Card Purchase (“blankets” are not acceptable).
3. Ensure that all quotes or competitive bids are obtained as applicable in accordance with grant guidelines and SSU policy: <https://www.shawnee.edu/about-us/university-policies/policies-organized-categorically>
4. For contract purchases or quotes with terms and conditions, prior review through iContracts is required: <https://www.shawnee.edu/about-us/administrative-offices/contract-services>
5. In the Justification field, include an explanation of the allowability of the cost in accordance with [2 CFR 200.403](#) and your grant agreement. (Example: *This expenditure is directly related to the performance of Goal #3 as stated in the Scope of Work.*)
6. Submit the completed form to [GrantsSponsoredPrograms@mymail.shawnee.edu](mailto:GrantsSponsoredPrograms@mymail.shawnee.edu).
7. The form will be received and reviewed by a member of the Grant Team.
8. An email will be sent from the Grant Team either approving the purchase via P-Card or indicating that the purchase is not eligible for payment via P-Card. Purchases not eligible for purchase via P-Card would likely need to be made as a standard requisition through Bear Trax.
9. If the purchase is made via P-Card, this form should be retained with your P-Card documentation.

Date: \_\_\_\_\_ P-Card Holder Name: \_\_\_\_\_

Name of Grant: \_\_\_\_\_

Account #(s): \_\_\_\_\_

Justification: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

DESCRIPTION OF ITEMS TO BE PURCHASED <small>(Attach additional sheets, if necessary)</small>	CATALOG NO.	QTY	PRICE EACH	TOTAL PRICE
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>ORDER TOTAL</b> <small>(Including additional sheets)</small>				\$

### DEPARTMENT CERTIFICATION

I have prior approval from all applicable department administrators to complete this purchase with my P-Card.