NSU
Research Administration Department

Grant Funding Operations Procedures

Personnel Action Form (PAF)

Two Forms:

Employment or Termination Form: for new hire or termination of employee.
Change of Status Form: for change in contract/salary or to renew contract of currently employed personnel.

This form is used to maintain a current, correct employment status on all part-time and full time employees. It is used for initial employment and termination of employment- for all non-student employees. For an initial hire, the PAF is completed and processed by the department in which the employee will be working. **All** payroll documents (PAF, Employment Eligibility Verification Form I-9, Form W-4, Loyalty Oath along with a copy of the applicants' driver's license and social security card must be completed and accompany the PAF. The PAF should be signed by the Employee, Project Director and then forwarded to the Research Administration office. After signature from the Account Sponsor, it will be forwarded for other required signatures before being returned to Payroll. If assistance in filling out the PAF is required, please contact Research Administration.

Purchasing Procedures

Purchase request are entered via the online purchasing system by the department. After entering the purchase request into the system, a print screen copy with the Project Director's signature **must** be faxed or delivered to the office of Research Administration for approval. After approval from Research Administration, the purchase request will flow through the required approvals online and then be assigned a Purchase Order Number. To increase or decrease an existing purchase order, the request must be made in writing, signed by the Project Director and forwarded to the Research Administration office for approval. The request will then be forwarded to the Purchasing Department.

Receipt of Merchandise

Merchandise or services received by departments become payable immediately upon receipt and should be entered in the "Receiving Process" of the purchasing system with the actual date that the merchandise is received. Instructions for completion of this process can be obtained from Research Administration or the purchasing department. It's extremely important that this process be done when merchandise or services are received.

Receipt of the Invoice

After the invoice is received by the originating department the following steps should be taken:

1. Verify the information on the invoice as correct; check PO#, Amounts, Quantity etc for accuracy.
2. Receive the invoice in the purchasing system and record the following information on the invoice:
    a. Account Number
    b. Purchase Order Number
    c. Object Code
3. Make a copy of the invoice for the department records
4. **Forward the original** invoice to the Research Administration Office for processing.

Travel

Travel must be justifiable for proper execution of the Sponsored Program and listed in the approved budget.

Reimbursement for Travel:

- Travel is based on **actual** expenses incurred, subject to the limitations established by the University's Travel Policies.
- Travel forms are available in the Business Office. If you have questions regarding completion of this form, you can contact Fern Johnson-ext 2803.
- All receipts for travel should be the **originals** taped to a blank sheet of paper. You will need two (2) signed travel vouchers and one (1) signed reimbursement summary for each travel claim.
- After travel form is completed and signed by the Project Director, the travel form must be forwarded to Research Administration for review and approval by the Account Sponsor. It will then be delivered to the Business Office for payment.
- Traveling across the state line does require quotes for air versus driving expenses. If you have trouble figuring this, contact the business office for assistance.
- The mileage rate is subject to change. Please check with the Business Office for the current reimbursable rate.

Cash Advance and Report Form

****Cash Advance request should be completed 5 days prior to trip date**
The Cash Advance top portion should be completed in full by the Director of the Grant Program or personnel making the trip. After completion of the top half, the Director will **initial** the form and forward to Research Administration. After review and Account Sponsor approval the request will be sent to the Business Office for processing.

****Note**** Retain all receipts from you trip. **Original** receipts and any monies left from cash advance check should be returned to Research Administration. Original receipts should be attached to blank paper. Be sure to keep a copy of these along with a copy of the Cash Advance and Report form for your records. Any remaining monies and receipts must be returned to Research Administration within three (3) business days. If you exceed your Cash Advance request, a refund check will be requested at that time.

Visa Card Purchases

Purchases may be done via credit card on Grant Programs. The Visa card is available in the Research Administration Office for check out. A purchase order must be completed prior to Visa card purchases. (See page 1 for purchase request details) To request the Visa card-call Research Administration and give department name, date, description of purchase, cost center number, purchase order number and object code. If the Director of the grant is assigning this duty to personnel in the department, Research Administration must be notified via email or fax from the Director. The Visa card is only checked out on a daily basis and **must** be returned before 5pm on the date issued. All original receipts must accompany the return of the Visa Card. Copies of the receipts should be retained by the department for records. If the Grant is allowed to use a Visa Card from another department, the original copies remain with the card holder and photo copies are given Research Administration for grant account documentation. ****NOTE:** When using any Visa Card or making any purchases through NSU make sure that Sales Taxes are not charged. Notify the sales clerk before the transaction begins that it is a non-taxable sale.

****NOTE: Do Not Use Your Personal Visa For Any Purchases On Your Grant****
We cannot reimburse for purchases on personal credit cards.

Motor Pool Request

Requirements for use of an NSU Motor Pool Vehicle are as follows:

- Must be a University employee
- Must have a valid Oklahoma driver's license
- Vehicle must be used only for approved program activities.

Requirements for check out of NSU Motor Pool Vehicle are as follows:

- Request a Purchase Request# (PR#). After approval from Director of Department, forward (PR#) to Research Administration for Account Sponsor approval. Purchase request can be for specific amount or a blanket purchase order can be used if multiple consecutive trips are in the agenda. Prior approval from the Director and Account Sponsor are required for blanket purchase request.
- Take (PR#) or Purchase Order number to Motor Pool for vehicle check out.
- Present required personal documentation for vehicle check out.

When the trip is complete, return vehicle and keys to the Motor Pool Department. If returning after hours a drop box is available. A charge will be created from the Motor Pool department and appropriate documentation will be forwarded to the Research Administration for approval.

Stipend Request

A stipend is an allowance paid to an individual for participation in a University sponsored educational program or activity, provided each participant in the program receives a stipend. A stipend must be for participation only and not for services rendered. The request should be in a MEMO format with the following required information:

Grant Account Number
Participant Name
Address
Social Security Number
Amount of Stipend
Explanation of Stipend Request

These requests must be delivered to the Research Administration office for review. After approval it will be forwarded to the Business Office for payment.

NSU

Research Administration

Top 10 Things to Remember…...

1. Be aware of your program beginning and ending dates. Understand the guidelines for administration of your program.

2. Please allow 10-14 business days for processing check request for stipends and invoices. For Cash Advances allow 5 business days.

3. Do not use your <u>personal</u> credit card or cash for <u>any</u> purchases for grant materials.

4. All sponsored program Budget Transfer Request should be sent to Research Administration for review and processing.

5. Make sure Purchase Orders are <u>approved</u> before ordering product.

6. <u>Original</u> receipts and invoices must be delivered to Research Administration for processing of reimbursement or payment.

7. Personal Action Forms (PAF's) must be signed by the Project Director and forwarded to Research Administration for the Account Sponsor approval. This also includes split pay assignments.

8. Timely spending and understanding your program guidelines are sure ways to make your grant flow smoothly. Waiting extended periods before spending may make the Federal, State or Private Funding Agencies question the need vs. supply.

9. We encourage you to keep track of your grant expenditures. Research Administration can provide, <u>at your request</u>, an Account Summary & Detail report. This report reflects actual cost - <u>not estimated</u> cost therefore ensuring accurate bookkeeping records.

10. **<u>All</u>** paperwork, such as expenditure request or budget transfer request, must be initialed or signed by the Project Director before sending to Research Administration for processing.