

Index _____ Start date _____ End date _____

Please issue a procurement card for the above grant. _____
Office of Sponsored Programs

I, the undersigned Principal Investigator (P.I.), hereby agree to ensure that:

- 1) All items purchased are allowable by the terms of the agreement and the sponsoring agency guidelines.
- 2) Purchases fall within the period of performance of the sponsored agreement.
- 3) Overall budget and line item budgets, if applicable, will not be exceeded.

If any of the above is not met, the P.I. agrees to prepare transfer documents to remove overruns or unallowable costs to the appropriate departmental or restricted fund or account. The P.I. understands that this card is to be used for purchases on the above-indicated index only.

The P.I. also agrees to assume the role of "Card Coordinator" and be fully responsible for reconciling charges with the Bank of America monthly statement, assigning charges to the appropriate project and account, and maintaining all receipts and other records for audit purposes, including federal audits. Receipts and statements are to be retained for five (5) years after a fiscal year end in the P.I.'s department. *(Note: Receipts and statements will not be maintained in Grants Accounting, therefore, the Office of Sponsored Programs or Grants Accounting will not approve or reconcile purchasing card expenditures.)*

Furthermore, I authorize _____ to be issued a Procurement Card in his/her name to make purchases, as my representative, on this project.

THIRTY (30) DAYS PRIOR to the project end date, the P.I. will surrender purchasing card(s) to the Office of Purchasing.

Signature of Principal Investigator

Date

Print Name of Principal Investigator