



POLICY

Expenditure Approvals- No Purchase orders

<i>Topic</i> Sponsored Award Administration Management	<i>Category:</i> Expenditures	<i>Policy No:</i> 5.100.08	<i>Effective Date:</i> 12/26/2014	<i>Page No:</i> Page 1 of 1
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Purpose: To provide guidance for the approval of sponsored award expenditures and expenditure revisions in instances where a purchase order is not utilized.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that invoices without reference to an executed BTI purchase order that are charged to grants, contracts and gifts must be reviewed by the principal investigator / project director and approved by the Business Office prior to going to the accounts payable department for final approval, processing, and check generation.
2. All BTI fixed asset purchases must be executed through a BTI purchase order.
3. Revisions are permitted only if necessary for the completion of the project within its original scope and budget.
4. Per agency guidelines and award agreements, there may be other limitations to reallocation of budget line items.