



POLICIES AND PROCEDURES

GRANTS AND CONTRACTS

Subject: Quick Reference Guide

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Revision:

A. General Information / Introduction

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Detailed below is a quick reference guide for the administration of grant and contract accounts:

1. A [Disbursement Voucher Form](#) (Form FS01111F) must be completed to pay for supply, equipment, and outside service companies (not individuals). Original documentation including original invoices must be submitted with the form. Please indicate your Foundation project number and related budget code on all items submitted to Foundation. All referenced forms indicated in this memo are located on our website at:
<http://www.foundation.cpp.edu/grants-contracts/forms.aspx>
2. All vendor invoices and personal reimbursements must be submitted to Foundation no later than 6 months after the expenditure date. In addition, supply/equipment items must be delivered on campus. If the items were not delivered on campus, please provide an explanation as to why there were delivered elsewhere.
3. Foundation requires a [Request for Purchase Order Form](#) (Form FS01112F) for all supply/equipment/service costs where the total amount paid to one vendor equals to or exceeds \$10,000. Per Grant Compliance Guidelines 2 CFR 200, for all supply/equipment/service amounts where the total cost is equal to or exceeds \$10,000, two written bids or a [Sole Source Memo](#) must be attached to the [Request for Purchase Order Form](#) where the lowest bid must be awarded to that vendor. This form must be submitted prior to placing the order. You must attach the written quotes to the [Request for Purchase Order Form](#) before it is submitted to Foundation for processing. Keep in mind, you cannot split orders to one vendor to avoid this policy.
4. For supply/equipment orders where the total amount paid to one vendor will exceed \$25,000, three written bids or a [Sole Source Memo](#) (Form FS01112F3) must also be attached to the [Request for Purchase Order Form](#) prior to placing the order with the vendor. An example of the required contents of the Sole Source Memo can be found on our website.
5. Services in excess of \$50,000 in a yearly basis also requires a [Request for Purchase Order Form](#) and three written quotes or a [Sole Source Memo](#) must attached to the [Request for Purchase Order Form](#). The lowest vendor quote must be selected. Keep in mind, you cannot split orders to one vendor to avoid this policy.



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6. If you are interested in obtaining a Foundation issued credit card, please complete the [Purchasing Card Application Form](#) (Form FS01121F) found in our website and submit to Maria Nino in Foundation Grants and Contracts. If you have questions, please call her at x3304.
7. If you have a Foundation issued credit card, a Foundation account number and related object/budget code for all items charged to your credit card during the billing period must be entered into the web-based credit card system and the monthly transaction log and related original invoices/receipts for all items must be submitted to Foundation Grants and Contracts no later than the 25th of every month. Foundation will revoke the credit card if the log is turned in late.
8. If your Foundation Credit Card gets lost or stolen, please report it immediately by calling 1-800-932-0036. Outside of the United States, call collect 1-415-243-1935. We recommend having these phone numbers nearby and possibly add them to your cell phones for immediate access. You must call the credit card company immediately. Fraudulent charges made to your credit card between the time it is lost/stolen and the time you report the credit card stolen with the credit card company will need to be paid from Foundation nongrant accounts.
9. Sales tax is required to be paid on all tangible items consumed within the State of California. When purchasing tangible products outside California, sales tax is required to be paid on the taxable amount of the purchased item. The current sales tax rate is 9.50 percent. If the vendor does not include sales tax on their invoice, we must increase the amount charged to your account by the current sales tax rate percentage to account for this use tax.
10. **Presidential Order Number 7.8:** Cal Poly Pomona faculty and staff will be required to use Foundation services (including the bookstore, food service, catering or campus lodging) for all state or foundation business. The Cal Poly Pomona Foundation will have the sole right to waive this agreement on a case-by-case basis, depending on the circumstances of the event. In addition, all Cal Poly Pomona faculty and staff will be required to use Graphic Communication Services (GCS) as an agent for all printing services and publications. GCS will be responsible for bidding out all projects so the university can receive the best possible quality and price point on print materials. Any deviation from these practices may result in the denial of reimbursement or funding.
11. If services by an outside individual consultant or independent contractor are being performed for your project, regardless of the payment amount, [FS0116F Independent Contractor Request Form](#) must be completed and submitted to Foundation Employment Services for their approval **prior** to hiring the individual. Please note, the individual consultant or contractor must provide a service invoice along with form [FS01105F Vendor Data Record Form](#) when submitted to Foundation if we have not previously paid this individual from Foundation.
12. Project Directors are responsible for completing and submitting a [FS01115F Guest Speaker / Special Lecturer Request Form](#) for Faculty/ staff from other California State Universities (CSU) who are providing one-time engagement as a Guest Speaker / Special Lecturer.
13. Effective May 28, 2014, the social security and tax identification number fields have been removed on all Foundation forms. However, if there is a vendor which your grant has not paid before and the expenditures relates to services provided to your grant project, the [Vendor Data](#)



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[Record Form](#) (FS01105F) will be required to be completed by the vendor. An email with a link to the [Vendor Data Record Form](#), issued through the OnBase Client will be sent to new vendors for the payment of services or rentals to be completed and returned to Enterprise Foundation, via OnBase. If this form is not received and approved at the time of payment, the payment will be held. If the form is not received in a timely manner, the payment forms will be returned to you to coordination with the vendor.

14. As soon as you have knowledge that you will be paying a stipend or outside service payment to a foreign individual, please consult Edward Shore, Tax Specialist at ewshore@cpp.edu before submitting this expenditure paperwork to Foundation. According to the Internal Revenue Service (IRS) tax regulations, income tax is imposed on certain payments made to individuals who are not considered United States citizens or residents. Edward needs to review these payments prior to processing by Foundation.
15. All individuals affiliated with Cal Poly Pomona (faculty/staff and student) must be compensated as a Foundation employee through [Foundation Employment Services](#). These individuals cannot be paid as outside consultants. This does not include stipends paid to students.
16. Stipend payments to Faculty/Staff are considered wages and must be paid through Kronos. You must complete an [Employee Transaction Form \(ETF\)](#).
17. If your grant project will be hiring Foundation employees, you must contact Foundation Employment Services at x2953 prior to having the individuals work for your project. Under no circumstances should individuals, who will be paid from your grant as Foundation employees, be working on your project and not be established as a Foundation employee.
18. All Foundation employee hours (faculty/staff/student) must be logged into the [Kronos Time Keeping System](#) in a timely manner during the periods in which the hours were worked. It is not acceptable to submit hours late for time worked on the project and paper timesheets will not be accepted.
19. All Project Directors are responsible for approving hours in Kronos. If there is a special circumstance where the Project Director is not able to approve time, a supervisor can be designated as an approver if a delegation form is completed with Employment services. For more information, please contact Foundation Human Resources, fdnhr@cpp.edu or contact Angelique Hernandez x2953.
20. Foundation compensation to faculty and University staff during the academic year is prohibited if it has not been approved by the agency. Overload compensation must be approved by the agency in writing before it can be paid from a Foundation Grant and Contract account.
21. Scholarships paid to Cal Poly Pomona students must be processed through the University via Financial Aid. No scholarship payments will be made directly to the student.
22. A [Travel Authorization Form](#) (Form FS02101F) must be submitted to request reimbursement for all travel expenditures and must be submitted to Foundation within 60 days of the travel. Original documentation must be submitted with the form for all items claimed with the



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exception of meal costs if per diem is being claimed. If you are attending a conference, the conference agenda documentation must be attached to the *Travel Authorization Form*. Effective July 1, 2022 the mileage rate is 0.625 cents a mile. As a reminder, all University employees must get authorization to travel on State business prior to the trip.

23. A completed [Travel Authorization Form](#) (Form FS02101F) must be submitted for each individual traveling on behalf of your project. Do not combine the reimbursement for multiple individuals onto one form. Each traveler must account for their own travel related expenditures and be reimbursed accordingly.
24. If a Cal Poly student is being reimbursed for travel related costs, a [Waiver of Liability and Hold Harmless Agreement](#) (Form FS06105F) must be attached to the Travel Authorization Form in order for Foundation to pay reimbursement.
25. For all international travel, please remember to complete section one of the [Travel Authorization Form](#) and obtain the signature for approval prior to your trip. All international travel must be pre-approved by the designated Vice President/Provost in your area.

When traveling to countries on the [US Department of State, Bureau of Consular Affairs Current Travel Warning List](#) or those deemed high hazard risk requires approval from the Chancellor's Office. Please refer to the information provided by System wide Risk Management under [International Travel Resources](#) for:

- International travel approval process and requirement to purchase insurance
 - CSU's Foreign Travel Insurance Program
 - International Travel Warnings
 - High Hazard Country List
26. If your grant has been awarded by a federal agency, you must fly a U.S. Flag Carrier if traveling internationally or it cannot be paid from your grant account. If you are not sure if your grant is a federal grant, please give Lily a call at x2903.
 27. Meal reimbursements require the name of every person attending the meal and exactly what business was discussed documented on the receipt. The business discussion documentation must be detailed enough to determine the purpose of the business meal. It is not acceptable to give a one line description for the purchase of the meal.
 28. If your grant has participant support cost meals budgeted as object code 7196, two listings will need to be submitted with the meal disbursement document. One list must include only the names of the participants that attended the meal and a second listing will need to be included for all employees who attended the same meal. The participants will be classified as participant support costs 7196 and the employees will be classified as meals and refreshments 7185.
 29. Per compliance requirement 2 CFR 200.314, if there is a residual inventory of unused supplies exceeding \$5,000 upon termination of the project, your project will be required to compensate the government for its share of these unused items. This means that the grant project will need to receive a refund for the cost of those supplies that were purchased for your project and were not used. This refund would need to come from College nongrant funds held in the Foundation and deposited back into the grant project. To avoid this situation, large purchases



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of tangible supplies, equipment, computers, and software will not be allowed to be paid towards the end of the project. We highly encourage that grant purchased tangible items be ordered and received no later than six months before of the end of your project.

30. All expenditures incurred prior to the grant deadline must be liquidated 60 days after the ending date of your grant project. As a result, we will need all expenditure documentation submitted to Foundation Grants and Contracts no later than 45 days after the ending date in order to process all items in time reconcile the account and prepare the final expenditure reimbursement to the agency.
31. All Foundation employees working on your account must be terminated by the last day of the project. [Employee Transaction Form](#) (ETF) must be submitted to Foundation Employment Services no later than 10 days prior the end of the project terminating all employees so that final checks can be issued on the last day of the grant. This form can be found on the [Employment Services Website](#).
32. With regards to computer purchased with grant and contract funds, please review the campus policy relating to the appropriate use of information technology which can be found on the University's website at:
https://www.cpp.edu/policies/university/information-technology/appropriate_use.shtml
33. All computers, iPads, and software paid with funds held in the Foundation including Grant and Contract and Foundation Program accounts, must be purchased at the Bookstore. If a computer, IPAD, or software is not purchased at the Bookstore, the purchase must be reviewed and approved by the University's I&IT CIO Office. The I&IT CIO Office reviews orders for electronic and information technology to ensure compliance with Section 508 of the Rehabilitation Act as well as with campus security and technology standards. For more information about submitting your personal computer requisition for I&IT's review, campus technical standards or 508 compliance, please contact Carol Heins-Gonzales at carolhg@cpp.edu or (909) 979-6457.
34. Bus Transportation: When bus transportation is required, Foundation is required to enter into a contract with the bus transportation company. If your project is in need to procure bus transportation, please call us at least one month of advance of the services to assure the contract is executed and the insurance requirements are met.

Foundation Financial Services has a web-based accounting system where you can have access to your grant and contract reports at any time. The weblink for this system is as follows:
<https://onesolution.fdn.cpp.edu/Production/>

A copy of the user manual can be found on our website:
<http://www.foundation.cpp.edu/grants-contracts/> and training guides and select Online Grants & Contracts Reports Manual.

If you need your One Solution password reset, please contact Debra Chavez at debrachavez@cpp.edu or Michael L Webb at mlwebb@cpp.edu and either she or he will reset it for you.

All policies, procedures, and forms relating to Grant and Contract Accounts can be found on



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Foundation's website at: <http://www.foundation.cpp.edu/grants-contracts/>

The full copy of the project administration guide can be found under Training Guides on the Grants and Contracts website.

There is also a two hour Web-Ex grants training session which can be found on the Grants and Contracts website under training guides at: <https://www.foundation.cpp.edu/grants-contracts/> which will train you on Foundation post award administration including preparation of Foundation forms. I encourage you to take this online training course.

If you have any questions with regards to the administration of your project, please feel free to give us a call.

<u>Grants & Contracts</u>	<u>Extension</u>	<u>Email</u>
Lily Maciel – Manager	x2903	Immaciel@cpp.edu
Maria Nino - Grants Specialist	x3304	mnino@cpp.edu
Lucila J. Rojo - Grants Specialist	x2265	ljojo@cpp.edu
Marlene Ponce - Grants Specialist	x5315	mcponce@cpp.edu