

## **Financial Management Policy for Sponsored Projects**

Awardees are expected to expend funds in accordance with agency guidelines and University accounting policies available on the web at the JCU Finance & Administrative Services (FAS) site:  
<http://www.jcu.edu/fas/links/policies.htm>.

Purchase orders, check requests, and travel reimbursements should be submitted to the Controller's Office using standard University forms available on the FAS site and charged to the sponsored project Banner account. In addition to normal University procedures, note the following:

- Requests for purchases of major equipment or other large expenditures totaling \$500 or more must first be sent to the Office of Sponsored Research for approval.
- All reimbursements to the awardee and others, including travel allowance, should be sent to the Office of Sponsored Research for approval.
- Salary payments to awardee, contractors, consultants, and students should be sent to the Office of Sponsored Research for approval.

Remember that most changes to the proposal budget should be approved by the funding agency prior to expenditure.

See also policies on hiring of grant employees and students.