

# MISSOURI STATE UNIVERSITY

## PROCUREMENT CARD PROGRAM

### Procurement Card Grant Approval Form

(This form needs to be completed when applying for a P-Card that will default to a Grant Account)

Grant Name:					
Grant Budget:		FUND	ORGN	ACCT	PROG
Principal Investigator's Name:					
Grant Start Date:		Grant Close Date:			
Provide brief description of the Grant:					
If match is required, the following department account will be charged:					
Match Account:		FUND	ORGN	ACCT	PROG
If an expenditure is disallowed for any reason, or sufficient grant funds are not available, the following department account will be charged:					
Budget number for Disallowed items/Overspending:		FUND	ORGN	ACCT	PROG
<b>Audit Requirements:</b> Grants and contracts may be audited for a period of three to five years after the grant/contract has expired. You must retain all documentation related to a grant/contract, including all match documentation, for a minimum of three to five years after the grant/contract expiration date. Due to possible extensions and/or changes in audit requirements, you must check with the grants accountant before destroying any documentation related to a grant or contract.					
<b>Note: Grant Accountant must notify P-Card coordinator when grant funds are exhausted before grant expiration date.</b>					

**Required Authorized Signatures:**

Principal Investigator (P.I.):	
Date:	

Cardholder (If other than P.I.):	
Date:	

Department P-Card Coordinator	
Date:	

Authorized Department: (Must have Budgetary Authority for the budget to be used)	
Date:	

Grant Accountant:	
Date:	

Procurement Card Coordinator:	
Date:	