

# *Sponsored Program Purchasing Guidelines*



<https://sites.udel.edu/generalcounsel/policies/travel-and-business-hosting-policy/>

# FAQs

**BEFORE** making purchases, please keep in mind these general guidelines.

If a faculty member, be sure to check the approved budget justification, Notice of Award (NOA), and Chart of Accounts (COA) for allowability and allocability of costs.

If a student, be sure to check with your faculty advisor/mentor and/or department's support staff (i.e. departmental Grants Analyst as listed on the last page).

**ALL** expenses require justification with an itemized receipt, regardless of whether the individual cost is under \$25.

If traveling internationally on a non-U.S. airline with federal funds, the Fly America checklist must be completed **prior** to making flight reservations (<https://www1.udel.edu/research/pdf/fly-america-waiver-checklist.pdf>).

# *Unallowable Costs*

*Alcohol,  
entertainment,  
& personal costs*

*Travel  
insurance,  
COVID tests, &  
1st class seating*

*Office and  
general use  
supplies that  
cannot be  
clearly traced to  
any one project*

*General printing  
costs that  
cannot be  
clearly traced to  
any one project*

*Professional  
membership  
costs not  
required to  
present project  
research*

# *Potentially Unallowable Costs*

*These costs require detailed justifications to avoid audit flags.*

*Purchases made  
through retail  
vendors (i.e.  
Amazon)*

*Shipment costs to  
collaborators (i.e.  
FedEx charges)*

*Computer/Electronic  
costs (i.e. Laptops)*

*Food costs during  
campus events  
and external  
symposiums  
already provided  
by the hosting  
venue*

# 5 Elements of a Strong Justification

Describe Who the purchase(s) supports

Describe What the purchase(s) is and how it supports the project(s)\*

Identify When the purchase(s) is made by highlighting the order date

Identify Where the purchase(s) will provide support by highlighting the business name and address on the invoice

Describe Why the purchase(s) was made and should be charged to a specific grant project(s)\*\*

*\*Briefly explain the rationale for cost allocation when a purchase is split across multiple projects.*

*\*\*A Word document or e-mail conversation with the project faculty lead can be attached in Concur for additional space.*

