ABE/NSc Business Center Checklist

Purchasing Card (see Jennifer Murphy)
- Have you completed a PCard form? (available in the Business Center and on the ABE website)
  Does the form include the Department and cardholder name, phone number, purchase date, vendor information, and detailed business purpose as it relates to the project being charged?
- Is there a Travel Authorization attached (required for travel-related purchases such as airline tickets and conferences registration)?
- Did you attach the original, itemized receipt?
- Travel and food purchases must be made on a PCard Plus form. Contact Business Center if you do not have this capability.
- **PCard form and original receipts must be turned in within 3 business days.**

Hiring/Supervision (see Darren Shevchuk)
- Students must be enrolled for at least 6 credit hours during the school year and are limited a maximum of 25 hours per week during the academic year and 35 per week during winter and summer break.
- Time sheets must be approved by the direct supervisor unless there are extenuating circumstances.
- New hires must complete hiring and I-9 forms BEFORE starting to work. No exceptions.
- All new hire requests will require a valid funding account(s). Staff or Appointed.

Payment Requests: Employee reimbursement (see Jennifer Murphy)
- Do you have an original invoice and a Business Purpose for reimbursement?
- Have you identified a payment account to process the disbursement voucher?
- Have you submitted your reimbursement request in a timely fashion? **Reimbursements submitted after the 90th day will be considered taxable to the payee.**

Payment Requests: Guest speakers (see Jennifer Murphy)
- Before scheduling a speaker, please distinguish if the speaker is “employee” or “independent contractor.”
- Is the speaker a U.S. citizen? If no, see Business Center before scheduling speaker.
- Have you confirmed dates of service? Are there meal and expense reimbursements?
- If the Department is paying for transportation, coordinate before buying tickets.
- An Independent Contractor (ICON) form must be completed when speaker arrives and submitted to Business Center.

Pre- and Post-Travel (see Jennifer Murphy)
- Have you identified funding for your travel?
- Have you turned in a completed Travel Authorization form to the Business Center prior to your travel?
- Have you pre-paid for your airfare and conference registration with a Pcard? If so, make sure that you submit a completed Pcard form with your TA number included.
- If using designated lodging, provide conference brochure indicating the lodging rate. Agenda from conference must be submitted, along with what meals reimbursement is expected for. Meal receipts must be itemized; **tips greater that 20% will be disallowed.**
- Keep and submit all original itemized receipts for reimbursement.
Grant Submissions (see Theresa Spicer)
✓ Provide the Business Center with the RFA as soon as possible (identify waivers/stipulations).
✓ Have you allowed enough time for processing? **We need ten (10) business days prior to application deadline (Sponsor Projects Services deadline is 3 days – no exceptions).**
✓ Is your budget reasonable? Common categories for direct costs include: Salaries, wages, and fringe benefits; equipment; expendable supplies and materials (if allowable); travel; subcontract/consultants; other (animal care, human subjects, participant costs, service contracts).
✓ Does the justification match the budget?
✓ Is your abstract (with the title of the project) ready at the time of routing the submission?
✓ Have you identified any subcontractors and their contact information?
✓ Have you identified Effort, IDC, and Credit breakdown for all key personnel?

Grant Closeout (see Darren Shevchuk)
✓ 90 day final invoice/deadline will be strictly enforced. Subcontract final invoices must be received and paid within 65 days.
✓ Final technical reports are due to the sponsor within 90 days.
✓ View more info here: [http://rgw.arizona.edu/administration/project-closeout](http://rgw.arizona.edu/administration/project-closeout)

Please visit the Business Center for any items not covered. This list is not meant to be all-inclusive.

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