



New Guidelines for Grant Purchases

Effective immediately, the requirement that purchase requisitions over \$500 must be approved by the Office of Sponsored Research and Programs has been adjusted to purchase requisitions over \$1,000. This will provide consistency with the procurement card (p card) purchase limit of \$1,000. However, this increase for purchase requisitions up to \$1,000 does not exempt small purchase requirements for soliciting informal non-competitive quotations over \$500 up to \$1,000.

Southeastern Louisiana University has entered into an agreement with the State of Louisiana and Bank of America that provides qualified employees with a Visa Purchasing Card to purchase low cost materials up to \$1000 (including shipping and handling). Using the Purchasing Card benefits the University and its vendors that accept the Visa credit card through:

- ◆ Prompt payments to vendors,
- ◆ Reduced processing costs and paper flow, and
- ◆ Controlled decentralization of Purchasing.

The Purchasing Card program is designed to delegate the authority and capability to purchase small dollar items directly to a **grant budget unit head** to purchase non-restricted items directly from vendors without the issuance of a requisition or a purchase order. The monthly spending limit is \$5,000 for grants.

As a State agency, Southeastern Louisiana University is bound by certain State and Federal regulations and laws. To ensure compliance with these requirements, cardholders must adhere to the guidelines outlined in the cardholder enrollment form and cardholder agreement. The policies in the application and agreement, as well as any revisions by the Purchasing Department pertaining to the program, must be followed when using the Purchasing Card. Please see

<http://www2.selu.edu/Administration/Depts/Purch/pcrdindx.htm>

Also be reminded that all transactions related to grants and contracts must be routed through the Office of Sponsored Research and Programs. This includes all hiring or grant personnel, financial transactions, reports, and correspondence with sponsors relative to sponsored projects. This office will promptly forward these transactions to the appropriate channel. **For all purchase requisitions less than \$1,000, a copy should be forwarded to OSRP for inclusion in the grant binder.**

The only exception to this policy is travel on grant funds. In that case, the TA should be submitted electronically following normal procedures.

Hopefully, these procedures will not only allow this office to provide the oversight function with which it is charged, but also improve service and turn-around time. It will also help identify problems and bottlenecks in various parts of the system and initiate appropriate remedial action.

Any questions related to the implementation of these procedures should be addressed to any OSRP staff member in East Stadium, Room 212, ext. 5312.

Submissions (processed since March 1st)

- Dr. Thomas Sommerfeld, Chemistry & Physics – “Excess Electrons Bound to Ammonia Clusters and Nanodroplets,” Petroleum Research Fund
- Dr. David Norwood and Dr. Debra Dolliver, Chemistry & Physics – “APTEC/SEAL: Leveraging Louisiana’s Industrial and Human Resources for Post-Katrina Recovery,” LA Board of Regents
- Dr. Nick Norton, Dr. Gary Shaffer, Dr. Kyle Piller, and Ms. Thais Perkins, Biological Sciences; Dr. Robert Moreau, Turtle Cove; Dr. Bonnie Lewis and Dr. John Boulahanis, Sociology & Criminal Justice – “Conservation and Sustainability of Cypress Ecosystems: Cross-Disciplinary Research Initiative and Information Transfer Action Plan,” LA Board of Regents
- Dr. Diane Allen, Education & Human Development and Dr. Dan McCarthy, Science & Technology – “Robert Noyce Scholarship Program – Focus on Science Teaching and Encouragement of Research by Students (FOSTERS),” NSF
- Mr. Jerry Patton, Counseling & Human Development – “National Responsible Fatherhood Capacity Building Initiative,” National Fatherhood Initiative (NFI)
- Dr. Barbara Hebert, University Counseling Center – “Project PAWS,” JED Foundation
- Dr. Cris Koutsougeras and Dr. Troy Kammerdiener, CS&IT – “Revised and New Curricula to Meet Post-Katrina Employment Development Needs of the Region (in partnership with Delgado),” LA Board of Regents
- Dr. Ju Chou, Chemistry & Physics – “Development of Gold Nanoclusters Supported Catalyst for Gas Phase Reaction-Propylene Epoxidation”, Petroleum Research Fund
- Mr. Jerry Patton, Counseling & Human Development – “Discovery - Alternative Response,” LA Office of Community Services
- Dr. Roldan Valverde, Biological Sciences – “Global Assessment of Arribada Olive Ridley Sea Turtles,” Marine Turtle Conservation Fund, US Fish & Wildlife Services
- Dr. Nick Norton, Biological Sciences – “Employment of Tertiary Sewage Effluent as a Foundation for the Establishment and Sustainability of Cypress Ecosystems”, Entergy
- Dr. Gary Childers, Biological Sciences – “Northlake Automotive – Wastewater Analyses”, Northlake Automotive
- Dr. Mike Asoodeh, Office of Technology – “Compressed Video Line Charges 2007-2008,” LA Board of Regents

Grant Workshop

*Important
DATE!*

The Louisiana Endowment for the Humanities’ philanthropic mission is to support public programs and projects that are key to understanding our identity as a community, state, nation and world. The LEH offers several categories of grants of interest to university faculty.

A Teacher Institute for Advanced Study (TIAS) Grant allows university faculty to contribute to the enhancement of pre-university education by offering graduate courses in the humanities during the summer to Louisiana teachers. Learn more on Thursday April 19, 2007 at 1:00 pm in Fayard Hall, Room 303. Questions or for more information: Gary Talarchek, 1.800.909.7990 - x123 or 504-620-2627 or talarchek@leh.org.



Increase in Postage

The postage rate will increase to .41 effective May 14, 2007. Please remember this new rate when including postage as an expense in your grant proposals.