

## **Principal Investigator Agreement for Saint Louis University Grant Procurement Card**

In addition to all other University purchasing guidelines I, \_\_\_\_\_, the Principal Investigator (PI) hereby agree to the following conditions for participation in the Saint Louis University Grant Procurement Card (GP-Card) Program:

1. I or my delegate will provide written or email approval for initiating GP-Card transactions.
2. I understand the GP-Card will be used to allocate costs to sponsored agreements; Saint Louis University adheres to the guidance provided by the sponsors of those agreements for allowable, allocable, reasonableness and consistent treatment. Use of the GP-Card will be guided and informed by the applicable Office of Management and Budget (OMB) Circulars (i.e., A-21, A-110 and A-133), specific agency guidelines and University policies and procedures.
3. I will authorize use of the GP-Card only for the actual and necessary program allowable expenses, in accordance with the University Purchasing Guidelines, GP-Card Policy & Procedure Guide, and Sponsored Programs' Cost Transfer Policy and ensure the appropriate grant fund is used.
4. Under no circumstances will I utilize or permit others to utilize the GP-Card to make personal purchases.
5. I will forward all original itemized merchant receipts and statements to the Departmental Reviewer for verification and reconciliation of monthly charges on the account in enough time for