Subaward Purchase Order Receipt Changes

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Subaward Purchase Orders

- What is changing?
  - Receipts are no longer required for subaward purchase orders
- What qualifies as a subaward purchase order?
  - Non-catalog purchases
    - Spend category is Subrecipient Payments – Grants and Contracts (SC0084)
    - Grant worktag
- Can I still create a receipt?
  - Yes, you can still create a receipt for these purchase orders
  - Accounts Payable will not check for receipt and/or accuracy of the receipt
- When is this change effective?
  - Today (Tuesday, February 11, 2025)

Purchase Order Receipt Requirement Changes

Prior to Tuesday, February 11, 2025

- Receipt not required if **ALL** conditions are met:
  - Catalog purchases (punch-out/supplier website orders)
    - Spend category is not trackable
    - Unit cost is less than $1,000
  - Catalog purchases (punch-out/supplier website orders)
    - Supplier is America To Go LLC (SPL-25764)

Beginning Tuesday, February 11, 2025

- Receipt not required if **ALL** conditions are met:
  - Catalog purchases (punch-out/supplier website orders)
    - Spend category is not trackable
    - Unit cost is less than $1,000
  - Catalog purchases (punch-out/supplier website orders)
    - Supplier is America To Go LLC (SPL-25764)
  - Non-catalog purchases
    - Spend category is Subrecipient Payments – Grants and Contracts (SC0084)
    - Grant worktag

Subaward Supplier Invoices

- Subaward invoices should be sent to the grant manager
- Subaward supplier invoices will continue to route for approval to:
  - Principal Investigator
  - Cost Center Manager
  - Grant Manager
- Report – Purchase Order Lines Received and Not Invoiced
  - Updated to exclude negative Quantity/Amount To Be Paid for purchase order lines that do not require a receipt
  - Recommend scheduling/reviewing report on a regular basis