

WMU Grants and Contracts

Pro Card Quick Tips

The Who, What, Where, When, and Why of It...

Who...

...can use procards for grant funded purchases?

Individuals and departments assigned to specific grant projects may be authorized to make approved grant funded purchases using departmental procards and re-allocating OR, using directly funded grant procards. Please see policies regarding re-allocations.

What...

...do I need to send?

- o **Itemized** invoices/receipts (requisitions not necessary)
- o Statement with **PI and supervisor** signatures approving purchases
- o Log – providing lists of attendees or recipients on gift card or event purchases
- o Business purpose **for all purchases** on grant account
 - o Example: Grant Supply, research, etc.

Where...

...to go for assistance?

7-4707 Grants and Contracts
7-2154 Accounts Payable/Disbursements (Jennifer Halseth)
For policy details, please visit the links located at the bottom of this page.

...do I send my grant procard documents?

- To the Grants and Contracts office via
- o Email pdf file to: grants-services@wmich.edu
 - o Fax: 7-4737
 - o Campus mail: Grants and Contracts MS #5425

When...

...are my grant funded procard documents due?

Your approved statement (must have supervisor signature), log (if required), and itemized receipts/invoices are **due to Grants and Contracts no later than 20 business days after the close of that statement cycle**. For example, if the cycle ends July 31, 2017, then your July documents are due no later than 20 business days which is August 28, 2017.

Failure to meet submission deadlines may delay various project approvals up to, and including, suspension of procard privileges.

Why...

...do we have to send in our documents?

Projects within Grants and Contracts are subject to both internal and external audits at any time. Therefore we must retain expenditure documents for those purposes.

For complete details regarding procurement card use and policies, please visit the following:

<http://www.wmich.edu/grantscontracts/policies>

→ click procurement card procedures

<http://www.wmich.edu/payroll/accounts-payable/procard>

Reminders...

- Statement cycle start/end dates are determined by Bank of America (BoA). These may be verified through the BoA online access program "Works".
- Please wait until the statement cycle has closed before printing your statement.
- A purchase will be included in a statement cycle **according to its "post date"**.
For example, if the transaction date is July 25th but the post date is August 4th, then the purchase will fall on the August statement cycle. This allows for production lead times, back orders, and/or unexpected delays.

BoA "Works" online access

<https://payment2.works.com/wpm/>

- Receipts/invoices must be **itemized**. (Fig. A on reverse side.)
- **Please do not use highlighters** as they may cause the receipt ink to disappear or, when scanned, appear as a thick, black line. (Fig. B on reverse side.)
- **Make sure that receipt/invoice matches total on statement**. Sales orders or quotes without final amount are not acceptable. (Fig. C on reverse side.)
- Please use the correct statement format "**Monthly Statement**" when printing. (See Fig. D on reverse side.)
- **Re-allocations** must be made **prior to the end (closing)** of the statement cycle in which their purchases were made so that they may post to GLOW.
- We are happy 😊 to help you with any questions you may have with your grant procard documentation as well as working with BoA "Works" online access.

P 269-387-4707

F 269-387-4737

<http://www.wmich.edu/grantscontracts>

Fig. A

Itemized Receipts

Shown here are two receipts for the same purchase.

Receipt A is itemized and acceptable.

Receipt B is **NOT** itemized, nor is it acceptable by itself.

Receipt B must be accompanied by Receipt A.

Receipt A
Itemized
Acceptable

Receipt B
Not Itemized
Not Acceptable

Okun Bros Shoes
179 Portage St
Kalamazoo, MI 49007
269.342.1536

Cashier: Andrea
Sales Person: Robin C
05/20/13 04:02 PM
Station ID: 1 Trans ID: 11369063083

Safety Steel Toe	\$360.00
4 @ \$90.00	
Subtotal:	\$360.00
Total:	\$360.00
Credit Card ...4956:	<u>\$360.00</u>
Change:	\$0.00
# Of Items Sold:	4

11369063083

Serving Working Men and Women
Since 1920



OKUN BROS SHOES INC
179 PORTAGE ST
KALAMAZOO, MI 49007
269.342-1536

Term ID: 002 Ref #: 814

Sale

XXXXXXXXXXXX4956
VISA Entry Method: Swiped

05/20/13 16:00:01
Inv #: 000014 Appr Code: 076700
Apprvd: OnLine Batch#: 000252

Total: \$ 360.00

Customer Copy
THANK YOU!

Fig. B

(Please no highlighters)

Card Holder Name: Emily, Melissa, Sophie
 Company Name: Wiscasset Veterinary
 Report Date: Between 2015-03-01 00:00:00 and 2015-03-31 00:00:00
 Report From: Sophie, Rebecca
 Transaction Type: One of More Credit or One Debit or Purchase

Monthly Statement

Card Holder Name	Card Accounting Code	Purchase Date	Paid Date	Vendor Name	Comments	Amount
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CAMDEN'S WATER CONDITIONING	(Sophie, Rebecca, 02/11/15 07:57) Signal On	34.16
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	THOMPSON PUBLISHING	Subscriber for Day	496.68
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	OFFICE DEPOT #1145	(Sophie, Rebecca, 02/13/15 01:19) Signal On	102.26
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	ATLANTIC INFORMATION SERV	(Sophie, Rebecca, 02/11/15 07:57) Signal On	18.88
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	420.00
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	517.2
1134.00						
1134.00						

Card Holder Name: Emily, Melissa, Sophie
 Company Name: Wiscasset Veterinary
 Report Date: Between 2015-03-01 00:00:00 and 2015-03-31 00:00:00
 Report From: Sophie, Rebecca
 Transaction Type: One of More Credit or One Debit or Purchase

Monthly Statement

Card Holder Name	Card Accounting Code	Purchase Date	Paid Date	Vendor Name	Comments	Amount
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CAMDEN'S WATER CONDITIONING	(Sophie, Rebecca, 02/11/15 07:57) Signal On	34.16
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	THOMPSON PUBLISHING	Subscriber for Day	496.68
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	OFFICE DEPOT #1145	(Sophie, Rebecca, 02/13/15 01:19) Signal On	102.26
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	ATLANTIC INFORMATION SERV	(Sophie, Rebecca, 02/11/15 07:57) Signal On	18.88
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	420.00
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	517.2
1134.00						
1134.00						

Card Holder Name: Emily, Melissa, Sophie
 Company Name: Wiscasset Veterinary
 Report Date: Between 2015-03-01 00:00:00 and 2015-03-31 00:00:00
 Report From: Sophie, Rebecca
 Transaction Type: One of More Credit or One Debit or Purchase

Monthly Statement

Card Holder Name	Card Accounting Code	Purchase Date	Paid Date	Vendor Name	Comments	Amount
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CAMDEN'S WATER CONDITIONING	(Sophie, Rebecca, 02/11/15 07:57) Signal On	34.16
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	THOMPSON PUBLISHING	Subscriber for Day	496.68
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	OFFICE DEPOT #1145	(Sophie, Rebecca, 02/13/15 01:19) Signal On	102.26
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	ATLANTIC INFORMATION SERV	(Sophie, Rebecca, 02/11/15 07:57) Signal On	18.88
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	420.00
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	517.2
1134.00						
1134.00						

Card Holder Name: Emily, Melissa, Sophie
 Company Name: Wiscasset Veterinary
 Report Date: Between 2015-03-01 00:00:00 and 2015-03-31 00:00:00
 Report From: Sophie, Rebecca
 Transaction Type: One of More Credit or One Debit or Purchase

Monthly Statement

Card Holder Name	Card Accounting Code	Purchase Date	Paid Date	Vendor Name	Comments	Amount
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CAMDEN'S WATER CONDITIONING	(Sophie, Rebecca, 02/11/15 07:57) Signal On	34.16
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	THOMPSON PUBLISHING	Subscriber for Day	496.68
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	OFFICE DEPOT #1145	(Sophie, Rebecca, 02/13/15 01:19) Signal On	102.26
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	ATLANTIC INFORMATION SERV	(Sophie, Rebecca, 02/11/15 07:57) Signal On	18.88
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	420.00
41-4887200-14887200-4570	00000013	03/03/2015	03/03/2015	CONNECTICUT OFFICE SYSTEM	Card Subscriber	517.2
1134.00						
1134.00						

Authorized Signature: _____ Date: _____
 Authorized Signature 2: _____ Date: _____

2015-03-03 15:21:23

Fig. C

Accepted

Not accepted



Dunder Mifflin - Scranton
A People Person's Paper People

Invoice

Date: November 23, 2017
Invoice #: 105
Customer ID: ABC12345

Bill to: Jacob O'Berry
Western Michigan University
1903 W. Michigan Ave
Kalamazoo, MI 49002
269-387-4734

Ship to: Jacob O'Berry
Western Michigan University
1903 W. Michigan Ave
Kalamazoo, MI 49002
269-387-4734

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
D. Schrute	Sales	FedEx 3rd Day		11/28/17	Prepaid	11/31/2017
Qty	Item #	Description	Unit Price	Discount	Line Total	
10.00	11	Premium Multipurpose Copy Paper	\$ 34.99	\$ 10.00	\$ 339.90	
			Total Discount \$ 10.00			
			Subtotal \$		339.90	
			Freight \$		25.30	
			Sales Tax			
			Total \$		365.20	

Make all checks payable to Dunder Mifflin
Thank you for your business!



Dunder Mifflin - Scranton
A People Person's Paper People

Sales Order

Date: November 21, 2017
Order #: 100
Customer ID: ABC12345

Bill to: Jacob O'Berry
Western Michigan University
1903 W. Michigan Ave
Kalamazoo, MI 49002
269-387-4734

Ship to: Jacob O'Berry
Western Michigan University
1903 W. Michigan Ave
Kalamazoo, MI 49002
269-387-4734

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
D. Schrute	Sales	FedEx 3rd Day			Prepaid	
Qty	Item #	Description	Unit Price	Discount	Line Total	
10.00	11	Premium Multipurpose Copy Paper	\$ 34.99	\$ 10.00	\$ 339.90	
			Total Discount \$ 10.00			
			Subtotal \$		339.90	
			Sales Tax			
			Total \$		339.90	

Make all checks payable to Dunder Mifflin
Thank you for your business!

365.20
w/5% prepay

Fig. D Monthly Statement

Monthly Statement

CH Last Name: Emily, Middle: Spangler
 Company Name: Western Michigan University
 Post Date: Between 2013-03-01 00:00:00 and 2013-03-29 00:00:00
 Report Owner: Spangler, Rebecca
 Report Time: 2013-10-03 15:21:23
 Transaction Type: One of Misc Credit or Misc Debit or Purchase

Card Nickname	Card Last 4 Digits	Card Accounting Code	Purchase Date	Post Date	Vendor Name	Comments	Allocated \$	Item GL Combination	Amount
Rebecca Spangler 11-8807200									
0808									
	411-8807200-11-8807200-4570		03/01/2013	03/04/2013	CANNER/SWATER CONDITIONIN		34.10	411-8807200-11-8807200-4570	34.10
	411-8807200-11-8807200-4570		03/05/2013	03/05/2013	THOMPSON PUBLISHING	Spangler, Rebecca, 03/11/13 07:57: Signed Off Subscription for Betty	498.89	411-8807200-11-8807200-4570	498.89
	411-8807200-11-8807200-4570		03/05/2013	03/08/2013	OFFICE DEPOT #1105		102.25	411-8807200-11-8807200-4570	102.25
	411-8807200-11-8807200-4570		03/05/2013	03/11/2013	OFFICE DEPOT #1105		18.99	411-8807200-11-8807200-4570	18.99
	411-8807200-11-8807200-4570		03/07/2013	03/11/2013	ATLANTIC INFORMATION SERV	Spangler, Rebecca, 03/11/13 09:19: Signed Off Replace Betty's stamp	430.00	411-8807200-11-8807200-4570	430.00
	411-8807200-11-8807200-4570		03/27/2013	03/29/2013	CORNERSTONE OFFICE SYSTEM	Spangler, Rebecca, 03/11/13 09:19: Signed Off Betty's subscription	51.72	411-8807200-11-8807200-4570	51.72
count: 6							1,134.05		
report count: 6							1,134.05		

P1 Signature Cardholder Supervisor

Authorized Signature
Required

Authorized Signature 2
Signature Required

Print Name

Print Name

Date

Date

Spangler, Rebecca