

Using Standing Purchase Orders (POs) for Subaward Agreements

Purpose

To streamline the invoice payment process using a standing Purchase Order (PO) when a sponsored project includes outgoing subawards or contracts.

Scope

This procedure applies to all Authorized Officials (AOs), their designees, and administrative staff handling subaward payments through the WCU CataMart eProcurement system.

Procedure

1. Setting up the Standing PO

- Ensure the subrecipient has been set up as a Supplier in CataMart

Subrecipient is a registered Supplier	Subrecipient is not a registered Supplier
Follow instructions on "Outgoing Subaward Standing PO Step by Step" document.	Work with AP and subrecipient to complete " New Supplier Request Form ."
	Once subrecipient is set up as a new supplier, follow instructions on "Outgoing Subaward Standing PO Step by Step" document.

2. Invoice Receipt

- The AO, their designee, and the administrative support specialist work together to review the invoice directly.

3. Invoice Review

- The AO reviews the invoice to ensure all costs are within budget and within scope of work for the subaward.

4. Approval of Expenses

- The AO confirms the allowability of costs associated with the invoice before working with their respective administrative support specialist and/or their "requestor" to submit the invoice in CataMart.
- Once the expenses are approved, the AO creates a "Cost Receipt" in CataMart for the total amount of the invoice.

5. Invoice Submission to Accounts Payable (AP)

- After creating the cost receipt, the AO, ASA, or “requestor” sends the invoice to AP (accounts payable@wcu.edu), including the standing PO number in the subject line.
- Please ensure that the AO is included when sending invoices to AP.

6. Payment Processing

- Upon receipt of the invoice, AP begins processing the payment to the subaward entity.

Benefits

- Streamlines the invoice payment process by using an established PO that has already been approved.
- Consolidates all subaward payments into one location for ease of access.

Definitions

Subaward - A subaward agreement is a formal, written contract between a primary recipient of a grant or sponsored project and another organization. This agreement allows the subrecipient to perform a significant portion of the project's scope of work. The subrecipient is responsible for adhering to the terms and conditions of the subaward, including compliance with the primary recipient's sponsor requirements.

Subawards are distinct from procurement contracts, which are used to acquire goods or services from vendors. In a subaward, the subrecipient takes on creative, intellectual, and financial responsibility for their portion of the project

Authorized Official (AO) – An Authorized Official on the grant fund is typically the Principal Investigator (PI) who has been established as the authorized user of the grant account created at the time of award set up. The AO is responsible for adhering to all terms and conditions of the grant, contract, or cooperative agreement, including the responsibility to review and approve allowable costs per Federal Uniform Guidance Cost Accounting Standards (CAS). AOs are not authorized to “request” or make purchasing commitments. They must work with a designated Requestor to make that purchase on their behalf. AOs approve procurement requests, only.

Designee – A Designee is an individual that the AO (PI) has named to be their proxy or alternate on the use of a grant funded account. Designees are usually identified at the time of account set up and can approve the expenditures from a grant account on behalf of the AO (PI) when they are unable to

make the approval. A designee must also be responsible for adhering to all terms and conditions of the grant, contract, or cooperative agreement, including the responsibility to review and approve allowable costs per Federal Uniform Guidance Cost Accounting Standards (CAS). Not all PIs will establish a Designee on their funds. Some departments require a designee to be the department head or the assistant department head. Designees are not authorized to “request” or make purchasing commitments. They must work with a designated Requestor to make that purchase on their behalf. AOs and Designees approve procurement requests, only.

Requestor – A requestor is the individual assigned to be able to make procurement/purchasing commitments on behalf of the AO or their Designee. Requestor roles are typically assigned to a departmental Administrative Support Associate and/or a program coordinator.

Administrative Support Specialist/Associate (ASA) – Administrative Support Specialists/Associates are typically departmental support personnel that provide administrative and operational support to the office, department, or unit assigned. ASAs are typically the designated Requestor.