

M E M O R A N D U M

To: Administrative Support Staff, CLAS
From: Joe Kieleszewski, CLAS
Subject: I.R.B. (Internal Requisition and Inter-Account Bills) Policy—effective immediately
Date: August 8, 2008

Effective immediately, all I.R.B.s (Internal Requisition and Inter-Account Bills) regardless of the dollar amount must be sent to the Dean's Office for approval prior to the purchase of goods or services that you are requesting. In addition...

IRB's for Sciences Stores:

1. If the purchase or service is being charged to a grant/contract:
 - a. Attach the most current Grant/Fund Authorization Form and budget justification page.
 - b. Write clearly on the IRB the grant's budget period (i.e., 8/17/08-8/16/09).
2. Computers and/or peripherals—you must submit a separate IRB regardless of the cost or Index/Account that you are using. Highlight on the Grant/Fund Authorization Form and budget justification page where these are an allowable expense.
3. Office supplies and Postage—Highlight on the Grant/Fund Authorization Form and budget justification page where these are an allowable expense.

IRB's (non-Science Stores):

1. Expenses for Facilities, Planning and Management; McGregor; and Motor Pool, must have a detailed explanation on the I.R.B.

As a reminder, Office of Budget and Management (A-21 Policy) requires that all goods and services that are funded with federal grant funds must be received 30 days prior to the end of the project completion date. All equipment including computers and peripherals must be received 90 days prior to the end of the project completion date. It is the P.I.'s responsibility to ensure that we are complying with A-21 policy and that the individual(s) approving the IRBs take prudent and reasonable steps to verify that the expense is allowable. In addition, while the Dean's Office discourages Journal Vouchers (J.V.s) to increase I.R.B.s that have already been approved, they are sometimes necessary. Therefore, if an employee needs to complete a J.V. to increase the I.R.B., they are accepting broadened responsibility that they have taken prudent and reasonable steps to ensure that the additional expenses are allowable.

Thank you for your cooperation.

Posted to the Web 8/8/08