Selected Procurement Procedures and Finance System Changes Related to Uniform Guidance for Federal Funds (OMB A-81)

Competition Required for Transactions Over $3,000 When Federal Funds are Used

1.   Purchases over $3,000 where federal funds will be used to pay for any portion of the purchase must be routed through Purchasing on a purchase requisition. These transactions cannot be paid on non-PO voucher or P-Card.

2.   Purchases cannot be split into multiple transactions or between federal and non-federal funds to stay under the $3,000 limit.

3.   Finance System will generate a warning message if a user saves a non-PO voucher that contains a federal fund code and the total voucher amount is over $3,000. If a PO voucher is used, a message will not be generated.

4.   Finance System will create a message to remind Buyers when a federal fund is used on a PO, so the Buyer can ensure A-81 requirements are followed.

➢   List of federal fund codes (see Fund Codes):
       http://www.uh.edu/finance/pages/References.htm

PO Voucher Required to Pay Subrecipient Agreements

1.   To ensure the correct account is used, all subrecipient agreements are encumbered correctly on a PO, all requisitions for subrecipient agreements must be approved by the Office of Contracts and Grants (PO Business Unit RC730), and all subrecipient payments must be made on a PO voucher.

2.   Finance System will generate a warning message for requisitions with subrecipient accounts to remind creators and approvers that the requisition must be approved by the Office of Contracts and Grants.

3.   Finance System will generate an error message if a user tries to create a non-PO voucher with a subrecipient account number. The user will not be able to save the voucher and will be forced to create a PO voucher from a subrecipient PO instead.

➢   Subrecipient accounts include 53800 to 53817, 53825 to 53828, 53830 to 53849, 53868, and 56869.

P-Card Default Cost Center

1.   Cost centers with Project IDs starting with "G" or "C" (i.e., grant cost centers) cannot be used as a default cost center because they expire and unallocated P-Card charges should not be placed on these cost centers.