I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) use the grant P card. This process will promote a consistent approach and understanding to ensure all grant P card transactions are handled the same way throughout the GO Centers.

II. Introduction
A grant P card is one method which can be used to purchase supplies for a grant project. If a grant award or department has a grant P card, it will be managed by the assigned PAS.

III. Procedure
When a purchase of supplies or other grant eligible items need to be made, the PI will contact the PAS and request that the purchase be made. The PAS will ensure that the purchase is allowable under the grant agreement and will also ensure that funds are available for this purchase. Once the PI has verified and approved of the items for purchase (typically via email), the PAS can then purchase the items.

The PAS is responsible for reconciliation of grant P card charges. This reconciliation is performed monthly. The PAS, who is a Level 1 approver, then provides receipts to a Level 2 approver, who double-checks the American Express (AmEx) tool to ensure the charges are correct.

IV. Version History

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<tr>
<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<td>[01/01/2019]</td>
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<td>Initial Version</td>
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