MEMORANDUM

To: Business Managers and Research Administrators

From: Scott Gibson, Executive Vice Dean for Administration

Subject: Clarification of SOM Management Center’s Exception of the $500 Threshold for clerical and administrative supplies charged to federal grants

Date: February 17, 2012

As you all know, clerical and administrative supplies (“CAS”) are not typically charged to federal grants. There are certain exceptions to that rule, however, and departments have used a CAS request form to document the rationale for charging this type of expense to a federal grant or contract. Effective March 1, 2012, we will review only those CAS forms requesting approval for $500 or more on any one general ledger account (or published CAS general ledger group).

In 2010, a threshold of $500 for CAS was established across the University. However, exceptions for review of CAS requests for less than $500 were permitted by each Management Center. Unfortunately, the number of reviews has increased to the point where a decision to firmly limit CAS to items over $500 was required in order to avoid (or reduce) processing expense in the departments and in the Office of Research Administration.

Your chairs and directors have been advised of this change, and we very much appreciate your cooperation. Further guidance can be obtained through your Department’s Administrative office and/or the Office of Research Administration.