

OSP Documentation Review Criteria

The table below is a guide to identify transactions that require OSP's prior approval.

All transactions must be available and sent to OSP if selected for audit by OSP.

Transaction Type	Transactions that Require Prior Approval	Transactions that May be Selected for Audit at Closeout
INDEPENDENT CONTRACTOR		
Guest Speaker Payment Authorization	All transactions	N/A
Abbreviated Professional Services Form	All transactions	N/A
Professional Services Agreement (PSA)		
PSA-Individual	All transactions	N/A
PSA-Company	All transactions	N/A
Amendment to Professional Services Agreement	All transactions	N/A
TRAVEL		
Travel Expense Report	Domestic Travel (3910 + 3940) >=\$3,000, and all Foreign Travel (3920, 3940,+3960). Mexico and Canada included in Foreign Travel.	All Domestic Travel (3910 + 3940)< reports <\$3,000 must be available for audit by OSP.
Travel Advance Request	N/A	N/A
Request for Direct Payment of Airfare	All International/Foreign Trips (3920,3940,3960) Mexico and Canada included in Foreign Travel.	All transactions must be available for audit by OSP.
Wire Transfer/Foreign Draft Form	All transactions	N/A
PAYROLL		
Payroll Accounting Adjustment (PAA)	All transactions	N/A
Costing Allocations	Faculty over the NIH cap and summer salary.	Periodic review of faculty over the NIH cap and summer salary to ensure allocations include the required documentation attached.
ACCOUNTS PAYABLE		
Supplier Invoices / Expense Reports	All supplier invoices for equipment (40XX), computers and software (3070), professional services (3310 + 3320), and all other requests >=\$1,000 .	All requests <\$1,000 other than those for equipment (40XX), computers and software (3070), professional services (3310 + 3320) must be available for audit by OSP.
Expense Reports for Check for Meals and Hospitality Purchases	All transactions	N/A
Wire Transfer Request	All transactions	N/A
Sub Agreement Invoices	N/A	All transactions must be available for audit by OSP.
Other Invoices	N/A	All transactions must be available for audit by OSP.
ACCOUNTING		
Journal Entries (Journal Source: Cost Transfers)	All transactions with a grant worktag.	N/A
PURCHASING		
Requisitions	All requisitions for equipment (40XX), computers and software (3070), professional services (3310 + 3320), and all other web requisitions >=\$2,000 except those for subawards (9420+9440).	All requisitions <\$2,000 other than those for equipment (40XX), computers and software (3070), professional services (3310 + 3320), and subawards (9420+9440) must be available for audit by OSP.
Change Orders	All transactions	N/A
Purchasing Card Transactions	N/A	All transactions must be available for audit by OSP.
Fisher Scientific Purchases	N/A	All transactions must be available for audit by OSP.

N/A-There may be cases when a transaction that requires prior approval are selected for audit by OSP, in these cases OSP will explain why we are requesting the documentation.

Version #6 updated May 2, 2019