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Student Experiential Opportunities (Hands-On) Support Document

ISGC student team (ISU) procedure for purchasing (in an effort to help student leads):

As an entity of the lead institution, Iowa State University, the ISGC is dully obligated to follow ALL purchasing rules and guidance from the ISU procurement department. Should there be any questions regarding the statements made here, please reference the ISU procurement website for further restrictions and guidelines for purchasing card holders.

As stated on our website announcement for this program: "Subsequent year funding requires a new application and is contingent upon receipt of previous year's final report, and other deliverables as requested/needed.

The ISGC requires below instructions to be followed, in addition to the stipulations provided in the automated Smartsheet notification to the student project lead/applicant and mentor for acceptance of award.

The **business purpose** to be used on all **p-card purchases** shall state, precise descriptions of the **item** being purchased and its **purpose** in the project. Budget approval by the ISGC does not supersede ISU's accounting guidelines in this regard. Listed below are spend categories (and examples) that typically cover all common expenses incurred by student projects at ISU.

Spend Category "SCxxxxx" Examples:

Approved Spend Category: **SC10037 Computer Supplies/Peripherals** (ex. laptop)

Approved Spend Category: **SC10615 Lab/Res Supplies** (radio, tools, glue sticks, etc.)

Approved Spend Category: **SC10277 Subscriptions/Memberships** (ex. licenses)
        (Additionally, all student/s must be identified in the documentation for memberships/licenses.)

Unacceptable Spend Category: SC10486 Office Supplies (not allowable on Space Grant-funded projects)

Internal Memo Line Examples :

Acceptable Description: Purchase of *"Item description"* for *manufacturing /building/testing* of the aircraft/rover, etc………

Unacceptable Description: Prior approval by the ISGC in project proposal budget.

(NOTE: Project expenses must fall within the awarded period of performance.)

Questions on spend categories and business purpose descriptions may be submitted to:
finance_delivery@iastate.edu.