

Charging Subscription Fees to a Grant Account

SUBSCRIPTIONS.

Subscriptions to publications should not be directly charged to sponsored agreements unless their applicability to the special circumstance or purpose of the sponsored agreement can be clearly established. The link between the cost of the subscription and the project activity must be “close and clear.”

The question is:

If not for this grant would you have purchased this subscription anyway?

If you would have purchased it anyway, then it is not allowable.

If you are only purchasing it because of the grant, then it would be allowable.

CERTIFICATION:

Grant purpose for this subscription:

This subscription is being purchased because of the grant and would not otherwise have been purchased.

Name of Organization

Period

Amount

Subscription is for

Principal Investigator

Date

AG-5-

Account Number

Make three copies:

1. If purchased with a P-Card, attach a copy to the invoice and retain with your P-Card backup.
If processing invoice through Accounts Payable, attach a copy to the invoice that is forwarded to Accounts Payable.
2. Send one copy to the Grants & Contracts Office along with a copy of the invoice.
3. Keep a copy for your grant files.