

CBO Tip Sheet



Purchasing

- Understand when to use Purchase Orders, Purchasing Cards, Corporate Cards, and Check Requests in compliance with the Best Procurement Practices and Associated Risk document

Grant Compliance

- Before you make a purchase, check with a Research Administrative Services (RAS) representative
- Ensure purchases meet federal and sponsor guidelines, including documentation for future reimbursements

Procurement Best Practices

- Be familiar with and share the Best Procurement Practices and Associated Risk document with your teams

For more details, visit the Procurement and Support Services webpage
<https://finance.emory.edu/home/procurement/index.html>

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