Hello,

See important items to take note of for this month. Don’t hesitate to reach out to me if you have any questions or concerns.

- **Travel Policy:** Please be sure you continue to use Corporate Travel Policy, CTP, for booking airfare. Failure to comply can result in problems with your reimbursement.
- **Travel Policy:** It’s never a bad idea to take a travel refresher, especially with the mandatory use of CTP now in place. The University is offering introductory travel training both classroom and web base. For additional information, please click [here](#).
- **New federal regulations for grant purchases:** Within the new regulations, there are five prescribed methods to make purchases:
  - Micro-Purchases (under $10,000 or under $2,000 for construction): No changes
  - Small Purchases (between $10,000 and $250,000): Two or more quotes will need to be provided with the purchase request
  - Sealed Bids (at $250,000 and up): Contact OSP Procurement either during the proposal process or as soon as possible after award. Additional requirements may apply.
  - Competitive Proposals (at $250,000 and up): Contact OSP Procurement either during the proposal process or as soon as possible after award. Additional requirements may apply.
  - Noncompetitive Proposals/Sole Source over $10,000 but less than $250,000: Either a “Request for Sole Source” or a “Request for Sole Source (Individual Consultant)” form must be submitted with the purchase request.

For more information regarding purchases that fall into these new regulations, click [here](#).

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**The Ohio State University**

**Leigh Zircher**
Business Manager
Engineering Research Operations | College of Engineering
323C Bolz Hall | 614-292-2826 Office