

**Master Agreement No. 440008014 between PSU and the  
Commonwealth of Pennsylvania (COP)**

**1. Request for Proposal/Proposal Submission Process.** For all projects intended to be issued under the COP master agreement, the COP agency will issue Attachment 1 (Agency Request–Work Plan) to PSU. PSU’s response will utilize Attachment 2 (DRAFT University Response) to reply to the COP agency. Attachment 2 will include a draft SOW, a detailed budget, and a summary budget. Following review by the COP agency (and DGS for proposals >\$100K), the agency will return Attachment 2 accepting the proposal or, if changes are requested, the agency will ask PSU to submit Attachment 3 (FINAL University Response) as a final proposal. Purchase orders are to be issued in accordance with the summary budget (Exhibit A, Article 3.C.).

**2. Travel rates.** Commonwealth travel rates apply. The Commonwealth follows the U.S. General Services Administration (GSA) rates. These policies may be reviewed by clicking [here](#). Manual 230.1 of the aforementioned website includes important details related to travel including:

- The COP mileage reimbursement rate follows the GSA/Federal Travel Regulations (<http://www.gsa.gov/portal/content/100715>).
- Applicable per diem rates can be found here: <http://www.gsa.gov/portal/category/21287>. If proposed hotels/per diems exceed the maximum amount (for instance if a conference hotel rate exceeds the rate for that area), the University can request a deviation from the GSA rate but must provide a rationale and document attempts made to find lower cost lodging. This request would be included as part of Attachment 2 submitted to the agency.
- See Section 7.4 for receipts that must be obtained. They are not required to be submitted with invoices but must be retained in the event of audit by the Commonwealth.

**3. Equipment and expendable property.** COP will retain ownership of all capital equipment (>\$5,000) and expendable property (<\$5,000). “Expendable property includes, but is not limited to, such items as global positioning systems (GPS), computers, microscopes, tractors, and all terrain vehicles (ATV). Expendable property does not include such items as office supplies, safety gear, ATV parts, laboratory supplies, etc.”

Capital equipment (including purchase vs. rental costs) and expendable items shall be included in the PSU budget (Attachment 2) as presented to the COP agency. PSU is to utilize the DGS statewide contract for purchasing computer equipment.

Final report of capital equipment and expendable property. Upon cancellation or completion of any purchase order where capital equipment or expendable property were acquired by PSU, PSU shall provide within sixty (60) days a report to the agency and to DGS consisting of a project summary and an itemized listing of all capital equipment or expendable property purchased for the project. A copy of the invoice for each item shall be attached to the report.

Disposition of Property. Within 60 days of the COP agency’s receipt of the final report from PSU, the agency will arrange for the pick up or delivery (at Commonwealth expense) of Commonwealth owned property. In the event the COP agency does not contact PSU within 60 days to arrange delivery or pick-up of any Commonwealth owned property, such property will become the property of PSU.

**4. Invoicing/Payments.** PSU shall submit its standard automated invoice (monthly) with a FIT report as an attachment. NO OTHER SUPPORTING DOCUMENTATION IS REQUIRED. No invoices are to be submitted if total monthly expenditures are less than \$200 (Exhibit A, Article 3.D.).