

Procedure: Lump Sum Payment Receipt	Policy: Drawdowns and Reimbursement Requests	Number: GP1900.1
	() Complete Revision () Partial Revision (X) New	Supersedes:

Overview of Procedures

The District receives grant funds in multiple ways. Most funding agencies, federal and non-federal, specify the particular method required for requesting grant funds. In order to avoid funding delays (or potentially penalties or funding withdrawal), the District must abide by the grantor's rules and regulations.

For federal grants awarded prior to 12/26/14, *34 CFR Part 80.21* states that a grant recipient or subgrantee of federal funds shall minimize the time elapsing between the transfer of funds from the federal government and disbursement by the grant recipient or subgrantee. The Uniform Grants Guidance 2 C.F.R. 200.305, for payments that apply to federal grants awarded on or after 12/26/14, states that payment methods must minimize the time between the transfer of funds from the United States Treasury and the disbursement of such funds.

Procedure Details

Lump sum payment awards occur when the total award payment is received from the grantor either electronically (wire transfer) or via check. Sometimes there is a confirmation of amount sent prior to the funding arrival.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
LUMP SUM RECEIVED VIA CHECK		
Check Recipient– this is likely to be the Grant Program Manager (GPM) or the Office of Grant Development and Compliance (OGDC) but may be another District office or Department	1	Make a photocopy, and remit original check to Grant Fiscal Services (GFS) Grant Budget Analyst (GBA). GFS to provide the provider of check with a receipt sequentially numbered to be filed in Check Binder. GFS update cash receipts log maintained on shared drive. Check should be kept in a secure location, preferably a safe, until delivery to GBA is possible.
GBA	2	Within 48 hours of receipt of the check, forward to Treasury Operations and include information about fund source including the appropriate ABC account code. File a copy of the check and include on the copy the date forwarded to Treasury Operations in a central binder entitled Check Binder and maintain in accordance with District Policy <i>GP1400 Documentation and Record Retention</i> . Also, obtain from Treasury a receipt for the check which should be attached to the copy of the check maintained in the Check Binder.
Treasury Operations	3	Deposit check according to department procedures and record receipt of funds in the proper grant fund using the provided ABC code information. Direct any questions regarding grant fund coding to the GBA.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
LUMP SUM RECEIVED ELECTRONICALLY		
Treasury Operations	1	Notify Principal Financial Analyst (PFA) in GFS that funds have been received electronically and identify the sender.
PFA	2	Receive receipt reports and distribute to GBAs for tracking.
GBA	3	Provide Treasury Operations the pertinent information about fund source including the appropriate ABC account code.
Treasury Operations	4	Record receipt of funds in the proper grant fund using the provided ABC code information. Direct any questions regarding grant fund coding to the GBA.

Policy

- *GP1900:Drawdowns and Reimbursement Requests*

Forms

Definitions

Contacts

- *Grant Fiscal Services*
- *Treasury Operations*

Frequently Asked Questions

Related Information

- *34 CFR Part 80.21 for Grants awarded prior to 12/26/14 and 2 C.F.R. 200.305 for grants awarded on or after 12/26/14.*
- *GP1400 Documentation and Record Retention*

History

Amended:

- **Amended 4/28/2015 for new guidance for grants awarded on or after December 26, 2014, 2 C. F.R 200.305 and for procedures for receipt of checks and technical adjustments.**

Issue Date: 7/1/2012	Effective Date: 7/1/2015	Approved by: Chief Grant Development and Compliance officer
-------------------------	-----------------------------	--