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. Uniform Grants Guidance 2 C.F.R. 200.305 applies to federal grants awarded after 12/26/14 and states that payment methods must minimize the time elapsing from the transfer of funds from the United States Treasury to the disbursement of such funds.

Procedure Details
Manual invoicing is often the preferred method of fund disbursement of private funders. Grant requirements will stipulate the frequency with which invoices should be sent. This may be monthly, quarterly, annually, etc. The grantor may provide an invoice template to be used; however, the District maintains an Invoice Template form which can be used if the grantor does not provide one. The Grant Budget Analyst (GBA) is responsible for monitoring program cash flow needs and submitting invoices in a timely manner and according to the grantor’s requirements in order to assure adequate cash flow to cover program needs.

<table>
<thead>
<tr>
<th>RESPONSIBLE POSITION</th>
<th>STEP</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Budget Analyst (GBA)</td>
<td>1</td>
<td>Review the grant application and award documentation to understand the grantor’s invoicing preference.</td>
</tr>
<tr>
<td>GBA</td>
<td>2</td>
<td>Prepare invoice according to the grantor’s specifications. Use a District Invoice Template form if the grantor has not provided one.</td>
</tr>
<tr>
<td>Grant Program Manager (GPM)</td>
<td>3</td>
<td>Review and sign off on the GBA-prepared invoice ensuring that all incurred expenses are in accordance with District Policy GP0800 Allowable Uses of Funds and Adherence to Cost Circulars (federal grants awarded before 12/26/14 and 2 C.F.R. Part 200 for federal grants awarded on or after 12/26/14).</td>
</tr>
<tr>
<td>GBA</td>
<td>4</td>
<td>Send a copy of the invoice to the grantor.</td>
</tr>
<tr>
<td>GBA</td>
<td>5</td>
<td>Send a copy of the invoice to Treasury Operations highlighting the grantor name, the amount and the award ABC code. Maintain invoice and supporting documentation according to GP1400 Documentation and Record Retention.</td>
</tr>
<tr>
<td>Treasury Operations</td>
<td>6</td>
<td>Deposit funds 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.</td>
</tr>
</tbody>
</table>
Policy
- **GP1900: Drawdowns and Reimbursement Requests**

Forms
- Invoice Template form

Definitions

Contacts
- **Grant Fiscal Services**
- **Treasury Operations**

Frequently Asked Questions

Related Information
- **34 CFR Part 80.21** for federal grants awarded before 12/26/14 and **2 C.F.R. Part 200.305** for federal grants awarded on or after 12/26/14.
- **GP0800 Allowable Uses of Funds and Adherence to Cost Circulars** for federal grants awarded before 12/26/14 and **2 C.F.R. Part 200.305** for federal grants awarded on or after 12/26/14.
- **GP1400 Documentation and Record Retention**

History
Amended:
- Amended 4/28/2015 for implementation of **2 C.F.R. Part 200.305** for federal grants awarded on or after 12/26/14, and technical adjustments.