

Procedure:  <b>Unidentified Checks</b>	Policy: <b>Drawdowns and Reimbursement Requests</b>	Number: <b>GP1900.5</b>
	( ) Complete Revision ( ) Partial Revision ( <b>X</b> ) New	Supersedes:  Page: <b>Page 1 of 2</b>

### 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 payment. In order to avoid payment 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 CFR. Part 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

Occasionally, checks are received and the program to which the funds should be applied is not immediately known. In these instances, the check should be deposited and applied to a miscellaneous account until the proper program account can be determined.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
Check Recipient – likely to be the Grant Program Manager (GPM) or the Office of Grant Development and Compliance (OGDC) but may be another District office	1	Make a photocopy of the check.  Notify Grant Fiscal Services (GFS) Principal Financial Analyst (PFA) of receipt of a check for an unknown program and forward the actual check to the PFA.
PFA	2	Provide check recipient with a pre numbered receipt and request signature. Make a photocopy of the check and along with pre numbered signed receipt place in Check Binder. Update spreadsheet on shared drive for check receipts.  Keep check in a secure location, preferably a safe until delivery to Treasury Operations is possible
PFA	3	Within 48 hours of receipt of the check, forward to Treasury Operations and include the fact that the fund source is unknown and the money should be applied to a miscellaneous account. . Obtain from Treasury Operations signed receipt for delivered check.
Treasury Operations	4	Deposit check according to department procedures and record receipt of funds to an appropriate miscellaneous account.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
PFA	5	Investigate the source of the funds by whatever means possible. For example, review the check payee information from the check face and make contact with payee.
PFA / GBA of the identified program	6	After identifying the source of the funds and the program to which the funds should be applied, contact Treasury Operations and provide them the correct information including the appropriate ABC code.  Request that the coding of the funds be moved from the miscellaneous account to the correct account.
GBA	7	Ensure that the grantor has the proper mailing information and that future checks include the information necessary to determine the related program.

**Policy**

- *GP1900: Drawdowns and Reimbursement Requests*

**Definitions**

**Contacts**

- *Grant Fiscal Services*
- *Treasury Operations*

**Frequently Asked Questions**

**Related Information**

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

**History**

**Amended:**

- *4/28/15 for implementation of 2 C.F.R 200.305 for grants awarded on or after 12/26/14.*

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