



NO. 3037 FEDERAL GRANTS CASH MANAGEMENT

- 1.0 **PURPOSE:** The purpose of this policy is to identify the reimbursement method used, per 2 CFR 200.305(b)(3), for payments on federally sponsored projects unless the Advanced Payment Method, per 2 CFR 200.305(b)(1), is specifically required by sponsoring agency.

- 2.0 **DEFINITIONS:**
 - 2.1 Advanced Payment - Amount paid in advance by sponsor in anticipation of the cash needs for the sponsored project.
 - 2.2 Reimbursement - Amount requested for expenditures that have been paid in full by OCCC.
 - 2.3 Scheduled Payments - Fixed amounts on preset dates that have been identified by the sponsor.

- 3.0 **METHOD**
 - 3.1 OCCC pays for approved expenditures through OCCC's established payables and payroll processes.
 - 3.2 Grant expenditures are coded to unique funds that separate them from other university expenditures.
 - 3.3 Expenditures are reviewed monthly by the Grant Accountant in the Financial Accounting Department.
 - 3.4 After the review, an expenditure report is prepared by the Grant Accountant; this report is used to calculate the amount of reimbursement. The expenditure report and reimbursement invoice is sent to the grant Project Director for their review and approval to process reimbursement for allowable costs as specified by the award agreement.
 - 3.5 The support for the reimbursements are reviewed by the Director of Grants Development and Compliance for accuracy of calculation and completeness. When the support is deemed sufficient for the reimbursement request, the Grant Accountant will submit the reimbursement request by the reimbursement method identified in the award agreement.
 - 3.6 The Grant Accountant will attach a copy of the support reviewed by the Director of Grants Development and Compliance to the printout of the reimbursement request (draw down request or email submission of invoice).
 - 3.7 When the payment has been received, cash is credited to a receivable account for each sponsored project.

Adopted: February 10, 2020

Revised: October 26, 2021