I. PURPOSE

To provide for the administration of approved Federal and other externally funded grant projects.

II. PROCEDURE

A. To initiate the administration of a contract/grant, the Project Director should submit a completed contract/grant package to the Special Accounts Management Department.

B. A completed contract/grant package should include (but not be limited to) the following documents:

1. Memorandum requesting the creation of an Account /Qual
2. Overview of Terms and Conditions of the Contract/Grant
3. Approval Path Request Form
4. Board Item (District Board of Trustees’ Approval)
5. Award Letter with all attachments and/or executed contract
6. Copy of Contract/Grant Proposal
7. Approved Budget

C. Upon receipt of the contract/grant package, the Special Accounts Management Department must record the contract/grant along with related information on the Contracts/Grants Master Log (a processing schedule for contracts/grants).
1. The log is to include such items as the grant title, funding source, award period, billings/invoices, processing/filing dates, and the report dates do any reporting requirements.

D. The Special Accounts Management Department will assign the contract/grant account number and submit the following documents to Accounting System Administrator:

1. Chart of Accounts Organizational Unit Maintenance Request – A request to the Accounting System Administrator for establishing the assigned account number in the chart of accounts.

2. Modification of Chart of Accounts Request – A request to the Accounting System Administrator for attaching the applicable general ledger codes to the assigned contract/grant account.

3. Approval Path Request – A request to the Accounting System Administrator for giving appropriate personnel the authority to prepare and/or approve the contract/grant transactions in the accounting system.

E. Once the account is established, the Contract/Grant Project Director will enter the approved budget in the accounting system and forward to the Special Accounts Management Department for approval.

F. The Special Accounts Management Department must approve all budgets/budget amendments entered in the accounting system.

G. The Special Accounts Management Department will prepare and submit reimbursement requests and/or financial reports to the grantor as required.

H. The Project Director will prepare and submit program/progress reports as required. Copies of the program/progress reports are to be submitted to the Special Accounts Management Department for the contract/grant file.