



East Stroudsburg University

Award Cash management Service (ACM\$) Procedure for Sponsored Projects

Purpose

The purpose of this procedure is to ensure that East Stroudsburg University adheres to and complies with sponsor agency guidelines and/or regulations regarding budget modifications of grants, contracts, and other sponsored projects. This procedure applies to all University faculty members and other employees who perform research, educational services, or other activities by a grant, contract, or other sponsored agreement.

Procedure

The Grant and Compliance Accountant reviews the general ledger details for the WBS/Cost Center set up for the grant which is downloaded to an excel spreadsheet. The excel spreadsheet is sorted and summarized by GL code and is also used to calculate and indirect costs applicable. Expenses are totaled through the drawdown date and reduced by any previous drawdowns for that award.

The Grant and Compliance Accountant will fill out a Request for Drawdown and submits to the Director of Budget & Special Accounting and Controller for approval along with all applicable backup. Once approved and signed by both, the Grant and Compliance Accountant accesses the ACM\$ and follows the instructions to initiate the cash draw down from the system. At the same time the Grant and Compliance Accountant prepares and posts a journal entry to record the cash draw down Revenue (421100) and Accounts Receivable (120300). The amounts are equal to the total cash drawdown, which is the reimbursement for direct expenses as well as any indirect costs as applicable, that are due at the time of the cash drawdown.

Following the entry into ACM\$ by the Grant and Compliance Accountant, the Director of Budget & Special Accounting will perform the review, certification, and submission of the ACM\$ financial report draw down.

The Grant and Compliance Accountant will make the entry to relieve the Accounts Receivable (120300) when the funds are transferred via an ACH Deposit.