

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3092

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PROCEDURE TITLE: Administration of Approved Federal and Other Externally Funded Grants

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: May 13, 1974

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005


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 doe 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.

	
	10/11/05
PRESIDENT	DATE