

## Washington College

### Grant Procedures

When a grant is awarded to and accepted by Washington College the following procedures must be followed.

Copies of grant documentation are forwarded to the Grant Manager. All documents are reviewed by the Grant Manager and each grant is placed in grant file. A general ledger account number is assigned to each grant by the Controller and given to the Grant Manager, Budget Director and Grant Project Director.

The Project Director is informed by the Grant Manager of the process for following grant guidelines (per the document) and the process for submitting:

#### **Accounts payable requisitions**

<http://businessoffice.washcoll.edu/downloaddocuments.php>

All accounts payable requisitions and credit card charges are reviewed for accuracy in following grant guidelines and any Federal requirements. All requisitions are approved by the Grant Manager. Copies of all documentation are kept in grant file.

#### **Verification of vendor suspension or debarred**

<https://www.sam.gov/portal/public/SAM/>

Every Project Director must verify a vendor is not suspended or debarred before they transact business. After a vendor is cleared for suspension or debarment, the transaction may be processed and the requisition for payment completed. If a vendor is on the list, the vendor should be notified that their services are no longer required due to the suspension/debarment. Documentation of negative verification

is done on the face of the requisition. Documentation of positive verification should be a memo to the file for the Grant Manager.

### **Employment Authorization(s) to Human Resources**

<http://www.washcoll.edu/offices/human-resources/hrforms.php>

Any documents submitted to Human Resources for grant funded payments to employees must be approved by the Grant Manager. Time and effort reports must be kept by the Project Director and produced upon request of the grant manager, controller or any auditors.

### **Cash Receipts and/or Cash Draw Downs**

Awards received in advance are deposited directly to the temporary restricted fund of the grant. Awards that must be drawn down from an Agency after a financial report is submitted (if required) are done quarterly by the Grant Manager and deposited directly to the temporary restricted fund of the grant.

Grant are reconciled to general ledger quarterly by the Grant Manager and reviewed by the Controller.

The Grant Manager as of the date of this form is Deborah Gannon and she can be reached at 410-778-7707, [dgannon2@washcoll.edu](mailto:dgannon2@washcoll.edu)