

CSUDH Foundation  
Federal Compliance  
Drawdown Procedures  
June 30, 2008

Updated by: Gloria T. Mendez  
Date: 8/21/08

Draw downs are made two to three times a month. The Grants Administrators (Rita and Lauren) will run the last page of the expenditure reports of their respective grants and check the cash position reports for each Federal grant which is not invoiced for reimbursement. Based on the status of these two reports they will prepare an excel worksheet showing the amount of expenditures in excess of cash which will be claimed for reimbursement. All grants subject to drawdown funding are reviewed in this process. When this process is completed, the Grants Administrators (Rita and Lauren) will prepare a drawdown cover document to NSF, DHHS and DOE respectively. Their requests will be documented and confirmation will be received from the funding agencies concerned.

Supporting documentation for each drawdown includes the expenditure and cash position reports for each grant, excel worksheet showing the amount to be requested by grant, drawdown form and e-Grant confirmation.

The drawdown funds are deposited by wire transfer to the Foundation's checking account.

Generally, all draw downs are reimbursement of expenditures. Lauren occasionally will draw down released time disbursements that are large and make sure that the funds are received prior to the payment through accounts payable. She is cognizant of the 3 day requirement and plans the draw downs to comply with this requirement. It should be noted that the draw downs are always done based on the actual expenditures (expenditures have been made before draw downs).

Drawdown request is recorded by journal entry:

Debit XXXX-1299-Grants and Contracts Clearing  
Credit XXXX-1215-Grants receivable

Cash received from drawdowns is recorded by journal entry:

Debit 0000-1015-Interstate Regular Bank  
Credit XXXX-1299-Grants Receivable