cal a	ana ement	rocedure	Procedure Number	11.6.2.4P
			Effective Date	November 28, 2017

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In accordance with

Management and Oversight Authority Policy 11.1

- C. 2 C.F.R. Part 200.69 defines non-federal entity as a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a federal award as a recipient or sub-recipient.
- D. Every agreement will have specified beginning and ending dates. All expenditures must be incurred or encumbered during this period. If expenditures fall outside this period, they cannot

- C. Determining Cost Allowability
  - 1) The determination of cost allowability must be scrutinized by the project manager/principal investigator and project staff. Generally speaking, costs cannot be considered allowable unless they:
    - a. are necessary, reasonable and allocable to the award
    - b. comply with the limitations of the award agreement as well as other applicable sponsor requirements, federal and state laws and regulations
    - c. are allocated to the award on a basis consistent with policies that apply to all activities of the College
    - d. are accounted for consistently and in accordance with Generally Accepted Accounting Principles (GAAP)
    - e. have not been allocated to, included as a cost, or used to meet cost sharing or matching requirements of any other award in either the current or prior period, except when allowed by sponsor, law or regulation
    - f. are adequately documented
    - g. are net of all applicable credits
  - 2) The following questions are helpful to ask prior to approving the expenditure:
    - a. Is the cost needed for the proper and efficient performance of the program?
    - b. Is the cost identified in the application, approved budget, or approved amendments?
    - c. Is there a benefit associape886700912 0 2 0 612 770792 reWhBT/F1 T2(ts?)]T317.4560.00000912 0 612 792

awarding agency. Generally speaking, however, most federal awards granted to the College utilize the reimbursement method.

- 2) Reimbursement Method
  - a. The Accounting Compliance Supervisor will make reimbursement requests for individual awards using specific agency payment processes.
  - b. Only one reimbursement request per month (or quarter, depending upon the specific agency processes) may be submitted for an individual award.
  - c. The reimbursement will be only for expenditures that have already occurred.
  - d. The submission of a reimbursement request by LCCC constitutes a certification that it has previously made the appropriate expenditures or will make the expenditures within three (3) business days of receipt of funds.
  - e. The submission of a reimbursement request by LCCC constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the project.
  - f. The following statement must be denoted on annual and final fiscal reports or vouchers requesting payment and certified by an official authorized to legally bind LOCC, report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to
- 3) Advanced Payment Method
  - a. This payment methodology is not used unless as stipulated by the awarding agency. The College

REURER V	E TURE	TE
Originator(s) Name(s)	Sabrina Lane, Accounting Compliance Supervisor	10/27/17
Approval by President's Cabinet		11/21/17
Ratified by College Council	Sabrina Lane, College Council Co-Chair	11/28/17
Approval by President (Sgnature)	All S	11/28/17