

FINANCE GRANT ON-BOARDING PROCESS

STEP 1: Director

Application Submitted Date:

Submitted by:

Attach the following documents:

- Award Letter Copy of Budget - Contracting
 Copy of Application Copy of Budget - Finance

Name of Program to be listed in GP:

Drawdown Mechanism:

* Includes but not limited to: ASAP, PMS, Check, Wire Transfer, Direct Deposit. If Direct Deposit, Wire Transfer or check an ACH Form from the Federal Agency must be included, to be completed by Controller.

Reporting Mechanism:

* Includes but not limited to: Grants.gov, PMS, template via email, upload to agency site.

Reporting Frequency:

* Monthly, Quarterly, Yearly

Funding Agency Contact Name:

Funding Agency Contact Phone #:

Funding Agency Contact Email:

Director Signature:

Date:

STEP 2: Contract Representative & Director

Award Amount:

Federal Amount:

Non Federal Share Amount:

- Inkind Cash

Grant Period:

Grant/Contract Number:

CFDA Number:

Unique Line Items Required:

Indirect Cost Allowable: Yes No

Funding: Reimbursement Cash Advance

Contract Rep Signature:

Date:

STEP 3: Controller

Program Number(s) Assigned:

Unique Line Items Assigned:

<input type="text"/>	-	<input type="text"/>
<input type="text"/>	-	<input type="text"/>
<input type="text"/>	-	<input type="text"/>
<input type="text"/>	-	<input type="text"/>

Bank Account Number Assigned:

Added to GP Added to MR Report

Added to Master Budget

Controller Signature:

Date:

STEP 4: Chief Finance Officer (CFO)

Name Bank Account in Wells Fargo.

Name of Program:

Bank Account Number:

CFO Signature:

Date:

STEP 5: Contract Representative

Scan and email this document with all supporting documents to:

- CFO
- AFO
- Controller
- Records Manager
- File in Master File for Grant**
- Program Director
- Accounts Receivable Manager
- Finance Administrative Assistant

Contract Rep Signature:

Date: