

Procedures for approval of Cash Requests

Typically, 25% of the total award amount is distributed at the onset of the grant and then reasonable amounts are distributed going forward.

In order for a cash request to be processed by OPM, all required quarterly reports must be received and approved by the OPM grant manager. When evaluating requests, OPM reviews previous request/distribution amounts and compares them to what has been reported as expenditures on the financial reports.

Unpaid obligations are also considered when approving cash requests. Unpaid obligations must be reported on the financial reports for the period in which services were provided or equipment has been invoiced, but not yet been paid. If invoices are received for a period in which the financial report has already been submitted, a revised financial report needs to be submitted to OPM reporting those invoice amounts as unpaid obligations.

Example

Grant Award for \$100,000.00 for the period of 1.1.19-12.31.19

25% or \$25,000.00 will be distributed at the onset of the project (on or around mid-January)

Scenario 1: Financial report for the period of 1.1.19-3.31.19 shows expenditures in the amount of \$30,000.00 and unpaid obligations in the amount of 10,000.00. Therefore, an additional amount of \$15,000.00 can be requested.

\$30,000.00	3.31.19 Expenditures	
+ <u>\$10,000.00</u>	3.31.19 Unpaid Obligations incurred	
\$40,000.00	3.31.19 Total Liability	
- <u>\$25,000.00</u>	Previous distribution	
\$15,000.00	Amount eligible to be requested	

Scenario 2: Financial report for the period of 1.1.19-3.31.19 shows zero expenditures, but unpaid obligations in the amount of \$40,000.00. Therefore, an additional request for \$15,000.00 can be submitted.

\$0.00	3.31.19 Expenditures	
+ <u>\$40,000.00</u>	3.31.19 Unpaid Obligations incurred	
\$40,000.00	3.31.19 Total Liability	
- <u>\$25,000.00</u>	Previous distribution	
\$15,000.00	Amount eligible to be requested	

Scenario 3: Financial report for the period of 1.1.19-3.31.19 shows zero expenditures and zero unpaid obligations. Therefore, no additional funds may be requested. However, 2 weeks after the report was submitted to OPM, the grantee receives an invoice for services rendered 1.2.19-3.7.19 in the amount of 32,000.00. A revised financial must be submitted to OPM reporting the \$32,000.00 as unpaid obligations and therefore allowing an additional cash request in the amount of \$7,000.00.

Initial Report

\$0.00	3.31.19 Expenditures	
+ <u>\$0.00</u>	3.31.19 Unpaid Obligations incurred	
\$0.00	3.31.19 Total Liability	
- <u>\$25,000.00</u>	Previous distribution	
\$0.00	Amount eligible to be requested	

Revised Report

\$0.00	3.31.19 Expenditures	
+ <u>\$32,000.00</u>	3.31.19 Unpaid Obligations incurred	
\$32,000.00	3.31.19 Total Liability	
- <u>\$25,000.00</u>	Previous distribution	
\$7,000.00	Amount eligible to be requested	