**Office of Grant Accounting**

**Tennessee Tech University**

**Desk Procedure**

 **Award Cash Management Service (ACM$)**

Each month, all NSF project expenditures from the inception of the award to date are evaluated. Any costs that are not subject to indirect costs, e.g., participant support costs are removed from total expenditures. Approved indirect cost rate is applied and calculated, then compared with what was automatically calculated in Banner Finance. Any corrections are submitted to General Accounting via journal voucher. After journal vouchers are entered and the correct amount is verified, all previous drawdowns are deducted, creating an amount due for the month. This amount is further verified by the Banner Finance billing process.

* Who prepares the ACM$? Manager of Grant Accounting OR Senior Grant Accountant
* Who reviews the ACM$? Director of Financial Services
* Who certifies the ACM$? Manager of Grant Accounting
* Who submits the ACM$? Manager of Grant Accounting