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**Effective: January 10, 2013**

**Revised: February 17, 2015**

**Grant Notification Procedure:**

**Purpose:**

Any grant recipient should use the Grant Award Notification Form to ensure the payroll and expenses are accurately tracked and reported.

**Procedure:**

The grant manager should complete “Section One” of the Grant Award Notification Form and forward the form to the Business to initiate the setup of a new Banner Organization.

The Business Office official will complete “Section Two” by setting up the new Banner/OASIS department/fund and loading the awarded budget amount into the budget system. The department code, description, fund and journal voucher will be noted on the form. The Business Office will forward the form to the Payroll Office.

The Payroll Office will complete “Section Three” by initiating the required payroll accounts. The form will then be returned to the grant manager.

**Processing Documents:**

The grant manager will follow regular purchasing guidelines unless noted in the grant documentation. The grant manager will work with the Human Resources Office and Payroll Office for all employee related actions and with the Business Office for all procurements and operating expenditures.