

## **Drawdown Procedure**

- Created on 07/09/2025
- Last reviewed on 07/09/25

### **Purpose & Scope**

To outline the standard procedure for managing federal grant drawdowns and invoicing to ensure timely, accurate, and compliant reimbursement for sponsored projects and awards.

### **Roles & Responsibilities**

- *Post Award Finance Specialist (PAFS)*: Responsible for identifying eligible expenditures, preparing drawdown or invoice records, and maintaining the billing spreadsheets.
- *Bursar*: Responsible for executing drawdowns in the appropriate portals and recording drawdown payment and receipt data. The Bursar may delegate some or all responsibilities in this process to a designated member of the Accounts Receivable team.
- *Accounts Receivable Team (AR)*: Matches incoming payments to drawdowns or invoices using the centralized spreadsheet.

### **Storage & Access**

- a. All billing documentation is stored in the following location:
  - i. R Drive > Sponsored Programs Billing Folder
- b. Files maintained include:
  - i. Current Fiscal Year Spreadsheets:
    1. Monthly Billing Spreadsheet
    2. Quarterly Billing Spreadsheet
- c. Archived previous fiscal years billing data
  - i. Access to these documents is limited to authorized personnel in the Office of Sponsored Programs, Finance Department, and AR.

### **Billing Frequency**

- *Quarterly Drawdowns*: Standard for most awards

- *Monthly Drawdowns*: Only used if requested by the sponsor (e.g., TRIO, Upward Bound, certain state awards).
- *Invoicing*: Used for an award that requires reimbursement via invoice rather than an electronic drawdown.

### **Spreadsheet Columns & Data Entry**

Each drawdown or invoice entry is documented as a row in the appropriate spreadsheet. Columns include:

<b>Column Name</b>	<b>Completed By</b>	<b>Description</b>
ORGN/Fund Number	PAFS	Internal accounting identifiers for the award
Agency	PAFS	Grant sponsor agency name
Agency Award #	PAFS	External grant identifier
IDC Rate	PAFS	Applicable indirect cost rate
Date Entered	PAFS	Date the entry was added to the spreadsheet
By	PAFS	Initials of the preparer
Drawdown Amount	PAFS	Amount to be drawn or invoiced
Total Direct Costs	PAFS	Sum of eligible direct expenses
Indirect Costs	PAFS	Sum of allowable indirect costs
Banner Entry Number	Bursar	Banner reference code for the transaction
By	Bursar	Initials of person who completed drawdown
Payment Requested	Bursar	Date drawdown or invoice was submitted
Payment Received	Bursar	Date payment was received
Notes	Bursar	Any relevant notes or clarifications

### **Drawdown Process**

- a. Identification of expenses
  - i. Post Award Finance Specialist identifies eligible expenses for the quarter (or month, if applicable) and enters the required data into the appropriate spreadsheet.
- b. Preparation of Drawdown Line Item
  - i. Data is entered into columns 1-9 for each award needing a drawdown. The drawdown amount must match allowable expenditures in Banner.
    1. For awards that include payroll expenses, reconciliation begins within 3–5 business days after the applicable pay period has posted

to Banner. CMU pays employees on the 1st and 15th of each month, with each payday reflecting hours worked during the pay period two weeks prior. For example, the paycheck issued on the 15th covers work performed during the first half of the previous month. Payroll typically posts to Banner two days before payday. The Payroll team notifies the OSP team via email once payroll has posted, allowing the (PAFS) to begin reconciling expenses and entering data into the shared billing spreadsheet.

- c. Drawdown Timing
  - i. The Bursar and AR team are aware of the payroll schedule and begin their portion of the process no earlier than five business days after the final pay period of the month. This typically occurs during the last week of each month.
- d. Execution of Drawdown
  - i. The Bursar uses the drawdown portal (e.g., G5 for Department of Education) to draw the funds. Upon completion, the Bursar fills out columns 10-13.
- e. Payment Monitoring
  - i. AR monitors for receipt of funds and records the date in the “Payment Received” column.

### **Invoicing Process**

- a. Invoice Preparation
  - i. The PAFS prepares invoices for awards requiring reimbursement via invoice. These are submitted per sponsor instructions (mail, email, or sponsor portal).
- b. Recording in Spreadsheet
  - i. Invoice data is recorded using the same columns and structure as drawdowns to maintain consistency and track payment status.
- c. Payment Tracking
  - i. Once AR receives payment, they match it to the invoice entry and record the receipt date.

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**Reconciliation & Audit Readiness**

- All spreadsheets serve as a shared point of reference for the Office of Sponsored Programs, Finance Department, and AR.
- Discrepancies between drawdowns/invoices and received payments must be flagged and resolved collaboratively.
- Records must be retained according to CMU's records retention policy.