

<b>SOPP # 710 (Treasury)</b>	<b>Prepared By: Treasury Division</b>
<b>Effective Date: 2/27/09</b>	<b>Approved By: Commissioner of Finance</b>
<b>Title</b>	Drawdown of Federal Funds for Vendor Payments (Non-Reimbursable Programs)
<b>Purpose</b>	Establish a streamlined approach to enhance and maximize the cash management of federal funds that support vendor payments, in accordance with the Cash Management Improvement Act (CMIA) of 1990.
<b>Policies</b>	<ul style="list-style-type: none"> <li>❖ Agencies and departments are <b><u>strictly prohibited</u></b> from the drawdown of federal funds prior to check issuance unless authorized by their grant.</li> <li>❖ Agencies and departments must proactively perform an inquiry within the ERP to determine the date of check issuance and the subsequent drawdown date for a grant.</li> <li>❖ Vendor check payments that are supported by federal funds <b><u>will not</u></b> be released or disbursed from the Department of Finance, Treasury Division until proper supporting evidence of a request for a drawdown is received via the “Drawdown Report”, which includes the <b><u>Bank Deposit or Settlement Date, Amount, Pin # , Drawdown Confirmation #, and Dept ID#</u></b>.</li> <li>❖ Department and agencies must submit all supporting evidence for federal fund drawdown’s in the following order of preference: <ul style="list-style-type: none"> <li>A. Email (as a “PDF” document): <a href="mailto:ffddrequest@dof.gov.vi">ffddrequest@dof.gov.vi</a></li> <li>B. Fax: 774-7671</li> <li>C. In-person: DOF, Treasury Division</li> </ul> </li> <li>❖ Drawdown of federal funds must be properly recorded within the ERP using the “Miscellaneous Cash Receipts” entry prior to release of any vendor payment.</li> <li>❖ A separate batch, utilizing the appropriate bank code in the ERP for federal funds, must always be employed.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>✓ Departments and Agencies are responsible for: <ul style="list-style-type: none"> <li>○ Drawdown of federal funds in a timely manner,</li> <li>○ Proactively inquiring within the ERP to determine when a check has been issued for a properly approved invoice payment,</li> <li>○ Properly recording federal funds within the ERP,</li> <li>○ Submitting a “Drawdown Report” to the Department of Finance, Treasury Division</li> <li>○ Verifying via email correspondence to <a href="mailto:ffddrequest@dof.gov.vi">ffddrequest@dof.gov.vi</a> the date of deposit</li> </ul> </li> <li>✓ The Department of Finance, Treasury Division is responsible for: <ul style="list-style-type: none"> <li>○ Releasing vendor check payments in a timely manner once all supporting documentation is received</li> <li>○ Posting all federal funds transactions recorded by departments and agencies in a timely manner</li> </ul> </li> </ul>

**Procedure**

- ❖ Under the **“GVI Department Accounts Payable”** menu item and upon completion of entering the invoice(s) within **AP Invoice Entry** the following steps should be performed:
  1. Record the batch number associated with the invoices submitted to the Department of Finance for approval,
  2. Select **View Batch** within **AP Invoice Entry**,
  3. Print the batch for ease of researching the status of payment,
- ❖ Under the **“GVI Department Accounts Payable”** menu item, navigate to **Vendor Invoice List** after all intra-agency/intra-departmental approvals have been completed the following steps should be performed:
  4. Using the printed batch from “Step 3” above, search the payment status of the invoice by Document Number (or any other criteria deemed appropriate),
  5. If no data is found for the Document Number, the invoice has not yet been submitted for a check run or has been rejected by the Department of Finance,
  6. If a data record is found, “Browse” the record and make a notation of the check number and status (i.e., “PD” = Paid),
- ❖ To the extent possible, invoices that have a valid check number should be grouped together as a single drawdown transaction. Once this is accomplished the following steps should be followed:
  7. Drawdown funds that encompass the grouped invoices,
  8. Within 24 hours of drawdown, print the “Drawdown Report” and simultaneously record transaction within the ERP using the “Miscellaneous Cash Receipts”,
  9. Email the “Drawdown Report” as a “PDF” document to [fddrequest@dof.gov.vi](mailto:fddrequest@dof.gov.vi) and within the correspondence, indicate the checks that are linked to drawdown which require release,
  10. Contact Treasury Division at 774-4750 Ext. 2280 to ensure that the checks have been released.

**Revision History**

<b>Revision #</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	1/24/2009	Initial Release	VC
1	1/30/2009	Update to initial release	VC, SK, LJ, JL, CM
2	2/27/2009	Final revisions	VC & JL