

Procedure 3.1: Preparing and Issuing Grant-Expenditure Check Payments  
Volume 3: Office of Business & Finance  
Managing Office: Office of Business & Finance  
Effective Date: August 19, 2010

---

I. PURPOSE

This Procedure sets forth the revised process for preparing and issuing Grant-Expenditure checks from the Comptroller's Office. Previously, Grant-Expenditure Checks were prepared (e.g., written) and subsequently reconciled to determine that AAMU complied with all applicable grant regulations prior to issuing (e.g., sending) the check(s) to the appropriate vendor or agency.

II. DEFINITIONS

1. "Grant-Expenditure Check" means check payments that are prepared for federal, state, or other restricted grant expenditure awards during the University's fiscal year.
2. "Preparation of the check" means writing a check.
3. "Issuing check" means checks prepared to pay expenditures that are authorized to be issued (e.g., sent) to the vendor, organization/agency, or authorized person(s) after verifying available funds and compliance with potential regulations, if any.

III. PROCEDURES GOVERNING PREPARING AND ISSUING GRANT-EXPENDITURE CHECKS

As of the effective date of this Procedure, all Grant-Expenditure Check requests for payment will be reconciled and reviewed to verify