

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
POLICIES AND PROCEDURES**

**REPORTING / PAYMENT
CASH DRAW DOWN REQUESTS/SPONSORED PROGRAM RECEIVABLES
EFFECTIVE 12-01-08, REVISED 12-26-2014
POLICY #42
PAGE 1 OF 1**

PURPOSE:

To establish the policy and procedure related to cash draw down requests and monitoring of accounts receivable for sponsored programs.

DEFINITIONS:

None

POLICY:

The Contracts and Grants Accounting Department (CGA) is responsible cash draw down requests related to sponsored projects and for monitoring sponsored projects receivables on a timely basis.

REFERENCES:

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>
- NSU Financial Operations Accounting and Financial Policies and Procedures, Finance Policy No. 127.10 – *Cash Draw Down Requests for Sponsored Programs/Projects*, <http://www.nova.edu/fop/forms/policies.pdf>

PROCEDURES:

Procedures for cash draw down requests and monitoring receivables are addressed in Finance Policy No. 127.10, *Cash Draw Down Requests for Sponsored Programs/Projects*.