

Drawdown Process Flow

Payment requests are received from sub-recipients via GMIS.

If the payment is coming from federal funds and requires a drawdown, the payment request should be entered by the Grants section using Payment Terms 00, but not approved.

If the payment is coming from a source that does not need a drawdown (i.e. General, Special, or Trust Funds) then the payment can be processed and approved by Grants assuming sufficient cash, appropriation and allotment.

The GMIS Federal Drawdown Schedule should be given to the Finance section each **Tuesday** by 5pm.

Finance will verify the information provided by the Grants section, check accounts for funds availability and prepare a drawdown each **Wednesday** to cover the expenses.

Once the funds have been received via EDI from the federal government, Finance will prepare a DC to record the funds and notify the Grants section payment has been received and payment can be approved in Cardinal

The payment will be approved in Cardinal by Grants for release to sub-recipients

Note: Flow boxes in blue are the responsibility of the Grants unit; those in Green are the responsibility of the Finance unit.