

Bookkeeper Meeting

OCTOBER 16, 2019

Agenda

Cost Share a.k.a Match Accounts / Faculty Position Numbers

Food Purchases

Capstone Projects

Expenditures / Payroll Mistakes

Follow Up Items

Post Award - Match / Faculty Positions

If the PI has committed to a cost share, a separate index must be set up.

This account may be a "6" index or a "22" index. The majority of the time, it will be a "6" index; however, if there are multiple match

Food Purchases

Required pre-approvals, memos, and Eagle Buy

Gail Ligon

The majority of food purchases must be pre-approved

The NSF Proposal and Award Policies and Procedures Guide, Chapter II, C. 2.(xii)(b) specially highlights meals and coffee breaks because of their sensitivity. It states that meal expenses of grantee employees who are not on travel status are unallowable. 2 CFR 200.432 states that allowable costs of conferences may include cost of food. However, 2 CFR 200.432 defies (s)12 (t)16 (n)7 (ii)4 (o)u30.7 (.1n)1/. H)4 (o)44d)-0.6 (e)-

Capstone Projects

All Capstone Projects will be ran through the Office of Research

Indirect Cost will be waived on Capstone Projects

Work-in-Progress

Policy on Gift v. Grant (this will help the PI to determine when a gift is actually a grant and should not be accounted for through the Foundation)

Streamlined agreement for Capstone Projects

Capstone Activation Form

Expenditure / Payroll Mistakes

If overpayment or other errors have occurred for any employee of the University, including students, the correction must be processed through Payroll. Payroll must adjust the employee's W-2 as they are responsible for ensuring their wages are correct at year end. Any overpayments, repayments, etc. that pertain to payroll must be brought to the attention of Payroll in writing and must be researched and corrective action communicated by Payroll to the employee/student. Payroll understands the tax implications and the reporting requirements that the University must follow.

Grant Accounting must also be notified in writing, as we are responsible for only invoicing allowable costs. If overpayment has occurred, that cost is unallowable, and as such we must be notified to ensure the integrity of our invoices.

Any other expenditures that are erroneously paid from a grant are also considered unallowable.

Follow up Items

Policy No. 122 – Rental of Tennessee Tech Property

Related Documents – “122 TTU Facility Use Rental Rates/Usage Fees”

RENTAL RATE	FACILITY/AREA
^ \$50 per day	Appalachian Center for Craft – conference room
1 room	200 pe. way
1 room	200 pe. way

Discussion and Questions

NEXT MEETING – NOVEMBER 20, 2019 – 10 AM
PRESIDENT'S CONFERENCE ROOM – DERRYBERRY HALL