<u>Guidelines on Match/Cost Share   Accounts</u>

Please note that the terms "match" and "cost share" are synonymous for the purpose of these guidelines.

When a grant requires a match index be set up, the budget revision should be initiated and prepared by the department that is funding the match. For example, if the grant is being managed by the Manufacturing Center, but the match is being funded by Mechanical Engineering, then the budget revision will be initiated by Mechanical Engineering. Because the budget revision needs to be included with the activation, the Grant Bookkeeper may reach out to department for the budget revision. Once the match index is set up, the Grant Bookkeeper will monitor and request any revisions of the department contact. The department should not move funds out of the match account or within lines of the match account without first consulting with the Grant Bookkeeper.

At year end, any match account that the Budget Office needs cleaned up will be forwarded to Grant Accounting. Grant Accounting will identify the Grant Bookkeeper and will forward the Budget Office request to them <u>and</u> send the Grant Bookkeeper contact information to the Budget Office.

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