

<b>SOPP # 710 (Treasury)</b>	<b><u>Prepared By:</u> Treasury Division</b>
<b><u>Effective Date:</u> 1/5/22</b>	<b><u>Approved By:</u> Commissioner of Finance</b>
<b>Title</b>	Drawdown of Federal Funds for Vendor Payments (Non-Reimbursable Programs)
<b>Purpose</b>	Establish a streamlined approach to enhance and maximize the cash management of federal funds that support vendor payments, in accordance with the Cash Management Improvement Act (CMIA) of 1990.
<b>Policies</b>	<p>Agencies and departments are <b><u>strictly prohibited</u></b> from the drawdown of federal funds prior to check issuance unless authorized by their grant.</p> <p>Agencies and departments must proactively perform an inquiry within the ERP to determine the date of check issuance and the subsequent drawdown date for a grant.</p> <p>Vendor check payments that are supported by federal funds <b><u>will not</u></b> be released or disbursed from the Department of Finance, Treasury Division until proper supporting evidence of a request for a drawdown is received via the "Drawdown Report", which includes the <b><u>Bank Deposit or Settlement Date, Amount, Pin # , Drawdown Confirmation#, and Dept ID#.</u></b></p> <p>Department and agencies must submit all supporting evidence for federal fund drawdown's in the following order of preference:</p> <ul style="list-style-type: none"> <li>A. Email (as a "PDP" document): <a href="mailto:ffddrequest@dof.gov.vi">ffddrequest@dof.gov.vi</a></li> <li>B. Fax: 774-7671</li> <li>C. In-person: DOF, Treasury Division</li> </ul> <p>Drawdown of federal funds must be properly recorded within the ERP using the "Miscellaneous Cash Receipts" entry prior to release of any vendor payment.</p> <p>A separate batch, utilizing the appropriate bank code in the ERP for federal funds, must always be employed.</p>
<b>Responsibilities</b>	<p>Departments and Agencies are responsible for:</p> <ul style="list-style-type: none"> <li>o Drawdown of federal funds in a timely manner,</li> <li>o Proactively inquiring within the ERP to determine when a check has been issued for a properly approved invoice payment,</li> <li>o Properly recording federal funds within the ERP,</li> <li>o Submitting a "Drawdown Report" to the Department of Finance, Treasury Division</li> <li>o Verifying via email correspondence to <a href="mailto:treasury@dof.vi.gov">treasury@dof.vi.gov</a> on the date of deposit</li> </ul> <p>The Department of Finance, Treasury Division is responsible for:</p> <ul style="list-style-type: none"> <li>o Releasing vendor check payments in a timely manner once all supporting documentation is received</li> <li>o Posting all federal funds transactions recorded by departments and agencies in a timely manner</li> </ul>

<p><b>Procedure</b></p>	<p>Under the "<b><u>GVI Department Accounts Payable</u></b>" menu item and upon completion of entering the invoice(s) within <b><i>AP Invoice Entry</i></b> the following steps should be performed:</p> <ol style="list-style-type: none"> <li>1. Record the batch number associated with the invoices submitted to the Department of Finance for approval,</li> <li>2. Select <b><u>fyview Batcfj</u></b> within <b><i>AP Invoice Entry</i></b>,</li> <li>3. Print the batch for ease of researching the status of payment,</li> </ol> <p>Under the "<b><u>GVI Department Accounts Payable</u></b>" menu item, navigate to <b><i>Vendor Invoice List</i></b> after all intra-agency/intra-departmental approvals have been completed the following steps should be performed:</p> <ol style="list-style-type: none"> <li>4. Using the printed batch from "Step 3" above, search the payment status of the invoice by Document Number (or any other criteria deemed appropriate),</li> <li>5. If no data is found for the Document Number, the invoice has not yet been submitted for a check run or has been rejected by the Department of Finance,</li> <li>6. If a data record is found, "Browse" the record and make a notation of the check number and status (i.e., "PD" = Paid),</li> </ol> <p>To the extent possible, invoices that have a valid check number should be grouped together as a single drawdown transaction. Once this is accomplished the following steps should be followed:</p> <ol style="list-style-type: none"> <li>7. Drawdown funds that encompass the grouped invoices,</li> <li>8. Within 24 hours of drawdown, print the "Drawdown Report" and simultaneously record transaction within the ERP using the "Miscellaneous Cash Receipts",</li> <li>9. Email the "Drawdown Report" as a "PDF" document to <a href="mailto:ffddrequest@dof.gov.vi">ffddrequest@dof.gov.vi</a> and within the correspondence, indicate the checks that are linked to drawdown which require release,</li> <li>10. Contact Treasury Division at 774-4750 Ext. 2280 to ensure that the checks have been released.</li> </ol>
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**Revision History**

<b>Revision#</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	1/24/2009	Initial Release	VC
1	1/30/2009	Update to initial release	VC, SK, LJ, JL, CM
2	2/27/2009	Final revisions	VC&JL
3	12/27/21	Review and Update	WG
4	1/5/22	Final Review and Approval	BB