

## **Federal Grants**

It is the responsibility of the Vice President for Business Services' office to assist in the financial aspects of federal grant administration. On the other hand, however, it is the charge of the grant administrator to furnish all necessary financial information to the Accounting office on a timely basis. Line items in federal grants must not be overspent. All purchase requests, purchase orders, and invoices must be coded with the grant budget number. Grant administrators will be furnished with up-to-date budget information. Financial reporting for federal grants is a cooperative venture between the grant administrators and the Accounting office.