

FEDERAL CASH MANAGEMENT PROCEDURES

The following table illustrates when funds are determined to be obligated under federal regulations.

If the Obligation is for:	The Obligation is made:
Acquisition of property	On the date which the district makes a binding written commitment to acquire the property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date which the district makes a binding written commitment to obtain the services
Public utility services	When the district receives the services
Travel	When the travel is taken*
Rental of property	When the district uses the property
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E- Cost Principles.	On the first day of the project period.

34 C.F.R. § 75.707; 34 C.F.R. § 76.707

*In the event that booking travel and when the travel is actually taken covers two grant years (e.g., book airfare in May, but travel is taken in September), consistent with the chart above, the travel would obligate to the federal award the grant year when the travel is taken (in this example, September). This means that the district cannot charge the airfare right away to the federal award, but rather must wait until the travel is taken. In this situation, the district needs to initially pay for the travel with nonfederal funds and, once the travel is taken, do the accounting processes necessary to then charge it to the federal award.

Exhibit
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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California