

**The University of Alabama**  
**Office for Financial Accounting & Reporting**  
**Federal Construction Funds Policy**

The University's policy is to comply with reporting requirements related to Federal funded construction projects.

Federal reporting of finances for construction projects is performed by Financial Accounting & Reporting. The Senior Accountant in Financial Accounting & Reporting responsible for Plant activities prepares any financial reports or requests for reimbursement required by the funding agency. These financial reports/requests are reviewed by the Assistant Director of Financial Accounting & Reporting and then forwarded to the Director of Financial Accounting & Reporting for approval. The report/request is then submitted to the funding agency. Upon approval from the funding agency for requests for reimbursement, the Plant Accountant or Associate Director of Contract & Grants will drawdown the funds through the designated payment system. If drawdown is not applicable, the payment will be transferred to the University's bank account by the funding agency. A copy of all financial reports/requests for reimbursement are sent to the Business Administration for Construction & Physical Plant office.

Business Administration prepares a quarterly report of construction expenditures by month and sends a copy to the Senior Accountant in Financial Accounting & Reporting, who in turns verifies agreement between the quarterly report and reports/requests submitted to the funding agency. In addition, a copy of the quarterly report is sent to the project manager responsible for submitting progress reports to the funding agency.

Exchange and comparison of financial data between Financial Accounting & Reporting and Business Administration for Construction & Physical Plant will ensure accuracy between the reports submitted to the funding agency.