

BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE ADMINISTRATIVE PROCEDURE

SERIES: 5 | Finance
RULE: AP501 | Allowable Costs for External Agreements

Scope: Direct Costs on Externally Sponsored Agreements
Approval Date: May 11, 2020
Effective Date: May 12, 2020

SECTION 1. Purpose

- 1.1. The purpose of this procedure is to inform all college departments of their responsibility to assure all costs charged to externally funded agreements are allowable, reasonable, and directly allocable to that agreement.

SECTION 2. Scope

- 2.1. This procedure applies to all College departments.

SECTION 3. Procedure

- 3.1. All costs charged to externally sponsored agreements (grants, contracts, and cooperative agreements) must be allowable, reasonable, and directly allocable to that agreement.
- 3.2. Each department is responsible to insuring any expenditure applied to an externally sponsored agreement is:
 - 3.2.1. Allowable under the terms and conditions detailed in the agreement or authorized within the extended authorities of the sponsoring agency.
 - 3.2.2. Charges that cannot be directly attributed to the work performed and outlined in the agreement are not charged to the sponsored agency.
 - 3.2.3. Clearly required by and in accordance with the sponsored agreement objectives.
 - 3.2.4. Incurred within the authorized period of the sponsored agreement.
 - 3.2.5. In accordance with the current budget for the sponsored agreement.

SECTION 4. Process

- 4.1. Process development rests with the Comptroller and Senior Staff Accountant for grant activities of the Finance Office.

SECTION 5. Responsibility

- 5.1. All employees are charged with providing full support to this administrative procedure. It is the responsibility of the Vice President to implement and maintain this administrative procedure within their departments.

DISTRIBUTION LIST:

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Vice President of Workforce Development & Engineering Technologies

Vice President of IT Services

Vice President of Enrollment Management

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Vice President of Finance and Administration

Faculty Council Chair

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Student Board Representative



May 11, 2020

President

Date