

SAM—MISCELLANEOUS ACCOUNTING PROCEDURES

DEPARTMENTAL PROCESS

8755.1

(Revised 2/2015)

Each department receiving federal funds has the responsibility to:

1. File an Indirect Cost Rate Proposal (ICRP), Cost Allocation Plan (CAP) and/or Public Assistance Cost Allocation Plan (PACAP) with the federal government. First, send the ICRP, and/or CAP, or PACAP to Finance, [FSCU](#), for review and approval. SAM Section 8755.2 discusses ICRPs in detail.
2. Recover full costs (including [SWCAP](#) recoveries).
3. Transfer SWCAP recoveries to the General Fund within 30 days after the end of each quarter.