**Post Award Grant Financial Management Workshop**

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**Useful resources:**

1. Request for a Grant Organization Number Form - <https://www.nmu.edu/grantsandcontracts/grant-management-post-award-forms>
2. MyNMU.edu/employee

Administrative Reports – Cognos Financial Reports

Policies and Procedures database

Concur Expense and Invoice

1. <https://www.nmu.edu/purchasing/>

University Purchasing Card Program

Purchase Requisition Form

1. Journal Entry Form - <https://www.nmu.edu/finance/forms>
2. Personal Services Contract Guidelines –

<https://www.nmu.edu/hr/personal-services-contract-guidelines-0>

Personal Services Contracts and Transmittal Form -

<https://www.nmu.edu/riskmanagement/personal-services-contracts>

1. Additional Assignment – EPS template completed by department secretary
2. Student Employment – EPAF template to set up student prepared by department secretary

 <https://www.nmu.edu/careerservices/employmenthandbook>

<https://www.nmu.edu/careerservices/employmenthandbook#Employment%20Levels%20&%20Pay%20Rates>

1. Food Service Policy and Request for Exception to the Food Policy –

<https://www.nmu.edu/northerncenter/forms-and-policies>

<https://www.nmu.edu/northerncenter/sites/DrupalNorthernCenter/files/UserFiles/Request_for_Exception_to_the_Food_Policy_201907_2.pdf>

1. Hazardous Materials Management Policy - <https://www.nmu.edu/policedepartment/hazardous-materials-management-policy>