

<b>The Tulalip Tribes Finance Grants Department Policy for OMB A-87 Employee Certifications</b>	<b>Document No.</b>	<b>FGP-001</b>
	<b>Effective Date</b>	<b>4/3/09</b>
	<b>Revision Date</b>	
	<b>Revision No.</b>	<b>Revision 1.0</b>
	<b>Page No.</b>	<b>1 of 1</b>
	<b>Approval</b>	<b>4/3/09, B.O.D. Directive #68</b>

## 1.0 Purpose

To comply with OMB A-87 Federal Regulations requiring semi-annual Employee Certification forms for all Federal Contract/Awards expending payroll.

## 2.0 Revision History

Date	Rev. No.	Change	Reference Section(s)
12/10/08	1.0	New policy drafted	Not Applicable

## 3.0 Persons Affected

Tulalip Tribes Staff: Finance Grants Department, Project/Acting Project Director of Federal Contract/Awards, Department Managers, Department Executives, CFO, Finance Manager, and Employee(s) Working in Federal Contract/Awards

## 4.0 Policy

The Policy of The Tulalip Tribes Finance Grants Department is to ensure:

- 4.1 All employees paid out of Federal Contract/Award Fund(s) need to complete a semi-annual OMB A-87 Employee Certification Form that meets OMB A-87 Federal Regulations. Originals are on file at Finance Grants Department. Employee Certifications are to cover a 6 month period only (January - June & July - December)

## 5.0 Definitions

- 5.1 OMB: Office of Management and Budget
- 5.2 OMB A-87 Employee Certification Form: Required form to be completed semi-annually to certify payroll expended under a Federal contract/award.

## 6.0 Responsibilities

(Not Applicable)

## 7.0 Procedures

(Not Applicable)