Important items to remember:

All expenditures moved on or off a grant or contract fund require the completion of the Grant and Contract Journal Entry form. If the charge is greater than 90 days, the Cost Transfer and Justification form must be completed and accompany the Grant and Contract Journal Entry form.

1. There is an original charge coming from the Printing Center, Postage, Library, Motor Pool, Duplicating, etc. that is not charged to the correct funding source. How do I correct this?

   If the expenditure needs to be moved on or off a grant or contract, the Grants and Contracts Journal Entry form needs to be used to move this expenditure to the correct funding source.

2. I need to transfer an expenditure but it is greater than 90 days. What forms do I need?

   You will need to complete the Grant and Contract Journal Entry form or the Journal Voucher, AND the Cost Transfer and Justification form.

3. I need to reallocate from a Purchasing Card to a Grant or Contract fund. What forms do I need to fill out?

   You will need to complete the P-Card Justification form and a Journal Voucher form. You do not need to fill out the description on the Journal Voucher form as that information is already entered on the P-Card Justification form.

4. What date do I go by when determining whether a P-Card reallocation is greater than 90 days?

   You will go by the statement “for transactions posted between 00/00/0000 to 00/00/0000” ending date. If you are filling out a P-Card Justification form that is 90 days past statement end date you will need to complete the Cost Transfer and Justification form to accompany the Grant and Contract Journal Entry form.

Reports

PI Reports

Budget Transaction Detail

HE Actuals – run after the 15th and the end of each month.