

Project Award/Activity Checklist

Accounting Period: _____

Organization: _____

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____

| WHAT TO LOOK FOR ON <u>ANY</u> AWARD | | YES / NO | NOTES AND EXPLANATIONS WHERE ACTION IS REQUIRED |
|---|--|----------------------------|--|
| 1. | Does the budget match the project budget information that you have submitted (to OSP or UBO) and baselined? | Yes No | |
| 2. | Does total funding to projects equal my award installment? (If not, the award manager may need to adjust the project funding to equal the award installment) | Yes No | |
| 3. | Does my award budget equal the project funding? (If not, the project manager may need to adjust the award budget lines. Not until the award budget lines are adjusted will increases to an installment show up on the BBA reports.) | Yes No | |
| 4. | Is the date of the baselined project budget after the date of the award budget? | Yes No | |
| 5. | Is re-budgeting or installment adjustment required? If so, are there actions you need to take? | Yes No Yes No | |
| 6. | Is this award, nearing its "close date"? If so, are there actions you need to take? [See IS.FM_Award Ending Dates Report] | Yes No Yes No | |

| WHAT TO LOOK FOR ON <u>ANY</u> PROJECT | | YES / NO | NOTES AND EXPLANATIONS WHERE ACTION IS REQUIRED |
|---|--|-----------------|--|
| 7. | Has appropriate documentation been retained including receipts for purchases made with a Purchasing Card, and does it match to the charges? | Yes No | |
| 8. | Has all documentation been retained for non-travel and non-petty cash expenditures? | Yes No | |
| 9. | Are there any unusually large or small expenditures in relation to the budget, prior months' trends, or other expectations? | Yes No | |
| | A) Do you see any unexpected charges? | Yes No | |
| | If so, has follow up action been taken? | Yes No | |
| | B) Are there expected charges which are NOT here? | Yes No | |
| | If so, has follow up action been taken? | Yes No | |
| 10. | Have all LPO's been recorded, or if not, have you contacted the purchaser for the information? | Yes No | |
| 11. | Have the correct PTAE0's been used? | Yes No | |
| | If not, have corrections been initiated? [See Cost Transfer Procedure] | Yes No | |
| 12. | Do you see any unallowable costs based on University procurement regulations or OMB-A21 guidelines (e.g. improper recording of equipment or salaries)? | Yes No | |
| | If so, have corrections been initiated? [See CAS Guidelines] | Yes No | |

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|-----|---|-------------------|--|
| 13. | <p>Are travel expenses reasonable and allowable (e.g., pre-approved where necessary, lowest available fares, US air carriers, correct per diems or receipts for reasonable and actual expenses)?</p> <p>Has all original documentation been sent to Procurement Services?</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |
| 14. | <p>Are petty cash expenses reasonable and allowable?</p> <p>Has all original documentation been sent to Procurement Services?</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |
| 15. | <p>Have appropriate credits been recorded properly (e.g., expense transfers or credits, sales of surplus property, program income)?</p> | <p>Yes No</p> | |
| 16. | <p>Have salaries been charged appropriately?</p> <p>If not, have corrections been initiated through Labor Distribution? [See Modifying an Existing Labor Sched]</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |
| 17. | <p>Have charges from internal service providers been recorded properly?</p> <p>If not, have corrections been initiated? [See policy VI.A.6]</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |
| 18. | <p>Is this project headed for a deficit condition?</p> <p>If so, are there actions you need to take?</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |
| 19. | <p>Is this project nearing its "close date"?</p> <p>If so, are there actions you need to take? [See IS.FM_Project End Dates Report]</p> | <p>Yes No</p> | |
| | | <p>Yes No</p> | |