



**Controller's Office - Grants and Funds Management**

**15 Days After Checklist**

<b>Items:</b>	<b>15 days after end date:</b>	<b>Completed:</b>
<b>Additional Funding/No-Cost Extensions</b>	At this time the award is considered ended since it was not placed on risk, and is in full close out.	
<b>New Expenses</b>	Award is in close out, and PAA will deny for out of period costs without a risk account.	
<b>Cost Share</b>	It may be too late to record additional cost share.	
<b>Payroll Account Changes</b>	Must be done or payroll will be moved to department's A or E fund.	
<b>Payroll Retros</b>	May be too late to add additional payroll; retros removing incorrect payroll will be approved.	
<b>Puchasing Cards</b>	Review to make sure all pcard holders have submitted their statements that contain expenses for the award; any not completed by this point may not be posted in time to be reported or invoiced.	
<b>Cash Advances/ Participant Cards</b>	Must be done or resulting charges may not be on final invoice. Any cash advances or participant cards issued towards the end of the award, must be closed out within 30 days after the award end date, regardless of the time frame typically allowed so that those costs can be included in the final invoice.	
<b>Subawards</b>	Ensure that subs are aware of end date, help coordinate finals.	
<b>Defaulted Charges (postage, motor pool)</b>	This needs to be completed to ensure out of period costs do not post and delay final invoicing.	
<b>Other Internal Charges (printing, animal charges)</b>	Review and see if any charges are missing or not processed yet. Alert your PAA if this is the case.	
<b>Travel</b>	Process travel for the final month, as soon as possible.	
<b>Payment Requests</b>	Process payment requests for the final month within the next two weeks.	
<b>Tuition</b>	Ensure that any subsequent semesters are on the proper project and will not default to an ended award. For example, review to ensure spring tuition will not post, if the award has a fall end date.	
<b>Journal Entries</b>	Must be completed and posted within the next two weeks.	
<b>Journal Vouchers</b>	Must be completed and posted within the next two weeks.	
<b>Requisitions</b>	These are typically not approved after the end date has passed.	
<b>Purchase Orders</b>	All Purchase Orders need paid out and/or closed.	
<b>Confirming final expenses</b>	Confirmation of final expenses is needed to ensure all are captured on final invoicing and reporting.	
<b>Reporting</b>	If payment is contingent upon deliverables, ensure these are submitted along with any other programmatic reporting required in the agreement. GFM will complete all financial reporting, if this requires coordination with final programmatic reporting, work with your PAA.	