

AGENCY FINANCIAL REPORTING DEADLINE - MARCH 31, 2009

All Researchers who have grants/contracts ending March 31, 2009, should ensure that the following items are received by the General Accounting Office, Room 6100, Support Services Building no later than **4:00 p.m. Tuesday, March 24, 2009**, unless otherwise indicated below.

Travel &/or Subject Fee Advances

All travel or subject advances must be cleared with a Travel Expense Report. Expenditures relating to travel and/or field trips where no advance was taken should also be submitted on a Travel Expense Report as soon as possible.

Interdepartmental Charges

Please ensure that all campus service charges such as Graphics, Book Store, Western Supplies, etc. are included in the correct grant period.

Incorrect Charges or Adjustments

Please contact **Karin Feulgen** immediately if you have any charges that show on your research grant statements that need to be transferred or adjusted so that the correction can be completed before the end of March.

Payroll Instructions

All regular payments to casual weekly employees for the week ending March 14th must be received in the Payroll Office, Room 5100, Support Services Building **by 11 a.m. on Thursday, March 19th** to be recorded as a March expense. Any vacation pay that you wish to pay out is also due at this time (please comply with granting agency policy re: vacation pay).

Purchase Orders

As soon as goods are received, the supplier should submit the invoices promptly to the Accounts Payable Office. If there are outstanding encumbrances for which goods have been received and/or services have been rendered then you should immediately contact the supplier to request an invoice be faxed to Accounts Payable (661-3630). If an encumbrance is greater than \$50 and no longer valid, please call Purchasing, extension 84575, and request that it be removed.

Unspent Balance

Please refer directly to the agency guidelines to familiarize yourself with the appropriate agency carry forward policy.

If you have any questions or need additional information, please see Karin Feulgen.