

## **ATTENTION RESEARCH GRANT/CONTRACT HOLDERS**

The Office of Research Accounting has issued the following notice:

### **AGENCY FINANCIAL REPORTING DEADLINE - MARCH 31, 2010**

All Researchers who have grants/contracts ending March 31, 2010, should ensure that the following items are received by the General Accounting Office, Suite 6100, Support Services Building no later than 4:00 p.m. Tuesday March 23, 2010, unless otherwise indicated below.

#### **Travel &/or Subject 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 as soon as possible. The PeopleSoft on-line travel/expense system should be use wherever possible.

#### **Interdepartment Charges**

Please ensure that all campus service charges such as Graphics, Book Store, University Machine Shop, Stationery Stores, Medical Supply Room, etc. are included in the correct grant period.

#### **Incorrect Charges or Adjustments**

Please contact your Administrative Officer 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 13<sup>th</sup> must be received in the Payroll Office, Room 5100, Support Services Building by 11 a.m. by Thursday March 18<sup>th</sup> 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 contact the supplier immediately to request an invoice be faxed to Accounts Payable (661-3630). Invoices from the Hospitals for salaries, etc. must be received by the Accounts Payable Office by March 25<sup>th</sup>.

#### **Unspent Balances at March 31<sup>st</sup>**

Please refer directly to the agency guidelines to familiarize yourself with the appropriate agency carry forward policy. *Not all agencies allow the carry forward of unspent balances. Some agencies have limits regarding the amount of funds that can be carried forward to the next fiscal year. For assistance, please contact your respective financial officer in Research Accounting.*