

# Research Administrator's Forum

**Danforth Campus**

**May 2006**

**Presented by: Sponsored Projects  
Accounting**

# Topics

- PCT Signatures
- Cost Transfer Documentation
- Travel Documentation
- Fiscal Year End
- North Campus

# PCT Signatures

- Required Signatures
  - “Prepared By:”
  - “Authorized By:”
- PI Signature
  - Per department's requirements
  - PI should sign “Authorized By” if he/she is truly approving the PCT.

## PCT Signatures, cont.

- **Secondary Department Authorization**
  - Required if the PCT contains more than two department numbers
  - If PI has grants in two departments, he/she should note on the form.

# Cost Transfer Documentation

- Why was this expense originally charged to the fund from which it is now being transferred?
- Why should this charge be transferred to the proposed receiving federal fund?
- JR should be processed within 90 days of discovering the issue.

## Cost Transfer, cont

- What action is needed to eliminate future cost transfers of this type?
- Trail Doc should contain detail that addresses these questions.
  - Do not need a whole page description.
  - Should contain more than three words.

## Cost Transfers, cont.

- **Auditor:** “Why is this cost transfer being requested more than 90 days from original transaction?”
  - Why would you have late transfers if you’re following procedures?
  - Does this mean your are not following procedures or that your procedures need to be revised?

# Travel Documentation

- Provide a specific statement of how this trip benefits the project.
- Provide a statement of why the expenses are charged to multiple funds.
- Provide a statement of why the trip is a cost effective means to accomplish the stated benefits noted above.

## Travel, cont.

- Is there an agenda, meeting notice or other info that substantiates the purpose of the trip?
- Why are the travel costs for this individual charged to the project when he/she is not paid from the project?

# Travel, continued

- **Unallowable or Questionable Items:**
  - Meal Costs
  - Fees / Penalties
  - Alcohol
  - Entertainment
  - Vacation Time
  - First Class
  - US Carrier

# Closing Data

- Year-End website
  - <http://aisweb.wustl.edu/spweb.nsf/pages/YearEndClosing>
- Fiscal Year End Closing Action Plan for 2006 (“May Letter”)

## Deadlines – SPA Funds

- **June 30:** Purchase orders, check requests, travel reports, ID's by EOB.
- **July 5:** PCT's for FY 06, submitted to Payroll by EOB.
- **July 12:** Journals by noon. Strongly suggest submitting on-line by July 11.

## Deadlines, cont.

- **July 12:** Overhead and cost sharing
- **July 19:** Budget adjustments

## Deadlines, cont.

- Transactions that contain both SPA and department accounts/funds may have different deadline dates.
- Consult Fiscal Year End Closing Plan for FY 06 that was distributed by Accounting Services.

# North Campus

- **Very limited transaction approvals for Friday, May 12<sup>th</sup>.**
- **Expect to be operational on Monday, May 15<sup>th</sup>**
- **Phone, fax and email addresses remain the same**

## North Campus, cont.

- Change to street address  
Sponsored Projects Accounting  
Campus Box 1034  
*700 Rosedale Avenue*  
*St. Louis, MO 63112 – 1408*
- Thank you for your cooperation!!!

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