

Research Administrator's Forum

**School of Medicine
March 2006**

**Presented by: Sponsored Projects
Accounting**

Topics

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

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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.

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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.

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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.**

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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.

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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?

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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.

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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?

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Travel, continued

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

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Closing Data

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

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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.**

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Deadlines, cont.

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

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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.

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North Campus

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

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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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