



**Controller's Office - Grants and Funds Management
90 Days Prior Checklist**

Items:	90 days prior to end date:	Completed:
Additional Funding/No-Cost Extensions	An assessment needs to be completed at 90 days to determine if additional funding is available or a no-cost extension is needed. It is advised that an Advance/Risk Account should be requested 90 days from the start date of the expected account budget period	
New Expenses	Expenses incurred must be for items utilized prior to the end date of the award.	
Cost Share	Review and ensure accuracy and make adjustments as needed. Provide details for any 3rd party cost share to your PAA so that can be booked in the system.	
Payroll Account Changes	If the award is not being extended, payroll needs to be reviewed for funding after the end date.	
Payroll Retros	Review payroll, ensure accuracy and make allowable adjustments as needed.	
Purchasing Cards	Review to make sure all pcard holders have submitted their statements that contain expenses for the award.	
Cash Advances/ Participant Cards	Review what is still outstanding. Reconcile and settle where able.	
Subawards	Review subs - ensure they are invoicing on time and are caught up through this last quarter.	
Defaulted Charges (postage, motor pool)	Review award to see what charges are defaulting and will need addressed.	
Other Internal Charges (printing, animal charges)	Work with charging department to ensure charges are processed and posted to the award.	
Travel	Review and ensure all travel that has occurred up until this point has been charged to the award.	
Payment Requests	Review and process any needed payments that are due.	
Tuition	Review to make sure all students are posted, and tuition charged is as expected.	
Journal Entries	Complete as soon as possible.	
Journal Vouchers	Complete as soon as possible.	
Requisitions	These will be reviewed in detail, given the end date being so soon.	
Purchase Orders	Check if purchase is complete, items have arrived and process payment.	
Confirming final expenses	Review all expenses, this matrix includes the most common charges as guidance.	
Reporting	Ensure all progress reports are completed, this often will impact the ability to collect funding from the sponsor. GFM will complete all financial reporting.	