

## Fiscal Compliance Responsibilities

	PI	Compliance Manager Donna Douglas 445-3497	Budget Lilia Biktyakova 445-3673	Financial Services Jan Beall 445-6090	Accounting Supervisor Susan Demmon 445-2478
<b>Account Setup</b>					
Request account be established providing appropriate copies of award acceptance and terms and conditions.		X			
Review account parameters for appropriateness, assign account number, enter account parameters in PeopleSoft, if required establish process for cost share documentation; forward account number to OGSP and PI					X
Input budget information and any revisions in PeopleSoft			X		
Forecast award spending patterns	X	X			
<b>Financial Management</b>					
Process institutional paperwork necessary to acquire the goods and resources needed to carryout the project	X				
Monitor accounts and approve expenditures	X				
Prepare, justify, and transmit rebudgeting requests that address changes in project needs to OGSP as appropriate	X				
Review justification and sponsor guidelines as to the appropriateness of the rebudgeting request; if appropriate process the request. If request is not adequate contact, PI regarding the justification		X			
Initiate request for project changes such as rebudgets, no-cost extensions, change in PI effort, change in scope of work, etc.	X				
Process award/account parameter changes in PeopleSoft			X		X
Prepare sponsor invoices for PI and OGSP to review				X	
Submit approved invoices to the sponsor				X	
Prepare financial status reports for PI and OGSP to review				X	
Submit financial status reports to the sponsor				X	
<b>Purchasing</b>					
Initiate purchase requisitions and travel reimbursements based on approved budget and award terms & conditions	X				
Approve purchase requisitions and travel reimbursements based on approved budget and award terms & conditions		X			
Notify accounts payable to close purchase order	X				
<b>Budgeting</b>					
Reconcile Monthly Budget Reports to monitor expenses/budget	X				
Review budget reports for accuracy and request corrections/revisions	X				
Review and approve requests for cost transfers and supporting documentation		X			
Process budget/cost transfers			X		X
Process correcting entries to ledger					X
Monitor spending with grant time frame	X	X			
Notification of over budget situation			X		
<b>Other</b>					
Record and monitor receivables and receipt agency advances/reimbursement				X	
Calculate and process indirect costs expense				X	
Prepares and submits invoices and financial reports w/ copies to OGSP & project directors				X	
Reviews invoices and financial reports prior to submission to sponsor	X	X			
Monitor all reports that are processed on a timely basis	X	X			