



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

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