

UNIVERSITY OF ALASKA SOUTHEAST

Information Manual for Research and Other Sponsored Projects *Updated: October 2007*

GM 4: Budget Approval of Charges to Projects

Budget Approval of Charges to Projects

UAS management has charged the Budget and Grant Office with the responsibility of monitoring all expenditures involving restricted fund accounts, and related unrestricted fund accounts, to ensure that they are in compliance with the contractual terms and conditions. All expenditure forms (purchase requisitions, journal vouchers, labor reallocations, job forms, etc.) are routed through this office for signature to assure fund use is allocable, allowable, and reasonable.

Any budget amendment requests must also be routed through this office for consideration of allowability. If the award allows, the Budget and Grant Office will have internal authority to exercise the budget amendment. All other budget requests must be submitted to the awarding agency by the PI for correct endorsement and approval. Approvals will be relayed to the unit when they are received.

UAS restricted fund journal vouchers are to be routed to the Budget and Grants Office. Journal vouchers are used for correcting non personal service charges and credits to accounts and to record the charges and credits for interdepartmental services rendered. Please refer to the UAS 60 Day Cost Transfer Policy.

UAS labor reallocations are to be routed to the Budget and Grants Office. Labor reallocations are used for correcting personal service charges. Please refer to the UAS 60 Day Cost Transfer Policy found on the Administrative Services, Budget and Grants website.