

Transaction Review Checklist

Compliance with Federal Costing Policies and Institutional Practices is required when managing sponsored funds at the University of Minnesota. This compliance is maintained by adherence to the cost practices and principles listed below. The purpose, therefore, of these cost practices and principles is to maintain compliance at the University and Sponsor levels. Refer to the policy on [Charging of Direct and Facilities and Administrative Costs](#), the policy on [Charging Direct Costs to Sponsored Projects](#) and the policy on [Documenting Financial / Accounting Transactions](#).

- Appropriate, Allowable, and Allocable under conditions of Sponsor.
- Allowable under University policy.
- ensure the justification and documentation includes complete information about the transaction

General items to check:

- Correct account value charged.
- General purpose or F&A purchases are not allowed (A21). GRANT END DATE _____
- If expenditure/encumbrance is past grant end date or within 60 days of grant end date.
- Document contains adequate justification.
- If overall grant balance is negative (overdraft).
 - If Fixed Price in deficit, verify sponsor has been invoiced.
 - If Fixed Price in deficit, verify revenue has been received.
- Account charged has sufficient funds or if rebudgeting is required.
- Correct approvals applied (refer to [Document Approvals & Routing](#) page).
- Timing, delays in document processing.
- Separation of duties (COSO: “responsibilities for authorizing transactions, recording them, and handling related assets should be separated”).

Equipment purchases

- Equipment is listed in approved budget.
- Unlisted equipment must document the following: benefit to project, usage 100% to project or prorated if benefiting more than one project, and that suitable equipment is not available elsewhere.
- General-purpose equipment is not allowed (A21); if purchased must justify how it advances the objectives of the project.

Cost Transfers (refer to [Cost Transfer Policy](#))

- Cost transfer exceeds the allowable transfer period.
- Some or all of the following required items are missing: adequate justification, reference to original charge document, date of original charge document

Internal Billings (refer to ISO policies)

- Document contains required date(s) of service performed.
- Billings exceed the allowable billing time period.

Travel (refer to travel policies)

- Transaction must clearly define benefit to the project, role of traveler in project, detail of total expenses (including prepaids).
- Travel benefiting more than one project must be prorated.

Budgeting

Series # _____, IDC rate _____

- Correct routing for action requested.
- Prior approval received from Sponsor if required.
- F&A adjustment considered when rebudgeting between F&A applied and exempt categories.
- Rebudget is not processed at the department level to bypass an existing responsibility at the central level.

Human Subject Confidentiality (refer to [Human Subjects Policy](#))

- Human subject identity is protected at department level and not released centrally.