

# Grants and Contracts Accounting

- Inter-Account bills

Make sure that inter-account bills are done timely when moving expenditures in or out of grants. If an expenditure is over 90 days, the transfer will not be allowed per the grants and contracts policy. Also, <http://campus.murraystate.edu/administ/accounting/A&F/docGrantsPolicyProcedure2004.pdf>

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- x Overload/Extra Compensation on a Grant

All overload or extra compensation on a grant has to be approved in writing from the funding agency. If the Project Director does not request this at the time of application, then they will need to request this in writing before processing a PA form. This approval is needed by the grants office ~~or~~ the PA form can be approved. Also, all of these PA forms must be approved and submitted for payment after the last day of work on the PA form.

- New items from Grants Accounting Office

Monthly time and effort certifications are now being sent electronically in PDF format to the Project directors.

Grant closing letters are now being sent in PDF form to the Project Directors.

New Project Director training with Finance is required before giving a grant FOAPAL to a new project director.