



**MEMORANDUM**  
University of Rhode Island  
Office of the Controller - Sharon B. Bell  
(401) 874-2378 (office) (401) 874-2589 (fax)

TO: Principle Investigators & Business Managers  
FROM: Sharon B. Bell, Controller  
DATE: May 9, 2008  
RE: Year End Close Deadlines for State Grants

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**STATE GRANTS**  
**YEAR-END PROCEDURES & DEADLINES**

In order to ensure that URI receives all the funds for State Grants for FY 2008, the Grants and Contract Accounting Office must perform a quasi-close in order to bill the State of RI for all State Grants on or before June 30<sup>th</sup>. It is very important that all information be processed in the PeopleSoft system prior to June 17<sup>th</sup>. If any expenditure has not been recorded or accrued, there is a significant potential that URI will not be able to receive funds from these grants after June 30<sup>th</sup>. Please review your grants to make sure everything is current.

**Payroll** - In order to bill the State for these grants, payroll accruals will have to enter into the system.

- The "State" Payroll accrual will be based on the distribution in the system used for the 5/30/08 payroll.
- Internal Payroll (PeopleSoft) accrual will be based on the distribution in the system used for the 6/13/08 payroll.
- 5/30/08 due in HR Office
  - IP-1 Forms for Summer Re-contract Appointment
- 6/4/08 due in Payroll Office
  - All Payroll Adjustments for State Grants

**Accounts Payable**

- 6/12/08 4:00 PM in General Accounting Office in room 103 - Carlotti / Fish Bldg, GSO.
  - Invoice Vouchers and LVPOs must be approved by Grants & Contracts prior to submitting to Accounting.
  - Invoices on PO
  - Sub-contractor Invoices.
  - TEV for travel must be approved by Grants & Contracts prior to submitting to Accounting.
  - Receiving reports.
- 6/12/08 4:00 PM
  - Budget errors must be cleared.

If you have any questions please call

Tom Pitassi, Associate Controller G&C Accounting	874-2353
Eileen Tobin, Director of G&C Accounting	874-4908
Eileen Hayes, Manager of G&C Accounting - GSO	874-6403

**Wednesday ~ May 28<sup>th</sup> at 9:00 AM in Atrium 2 of the Memorial Union**

The meeting will be to discuss the Year End cutoff procedures.

The goal of these procedures is to make sure that all expenses and revenues relating to FY2008 are recorded in the proper period.

**All** interested parties are encouraged to attend.