

Same Fund & Same Org, fund to fund

Same Fund, To Unrestricted

Same Grant

Unrestricted to Restricted or Restricted to

Grant To Changing Account

Is it more than 60 calendar days from the

Yes

No

Journal Voucher with

Journal Voucher with a complete explanation

60 Day Cost Memo
*See Exceptions

1. Preparer
2. Fiscal Officer

2. Fiscal Officer

a complete explanation

Required Signatures

- Required signatures
1. Preparer

- TA, PO
- Etc.

Additional Review
Send to Financial Services

*Exceptions:

2. A PI's signature is not required on account code corrections within the same fund and Org.