



217 Thomas Boyd Hall, 578-1550

Expenditures should be reported in the period in which they are incurred so it is critical to review reports to identify any expenditures incurred but not paid. This is especially important during the month of June as the fiscal yearend closeout process approaches.

240 Thomas Boyd Hall, 578-5337

Due to agency imposed deadlines, LSU must submit June invoices on State sponsored Grants/Contracts (FD250) by
In order to meet this deadline, Sponsored Program Accounting (SPA) must bill from the official University ledgers dated

LSU must accrue all salary, vendor and travel expenditures incurred in FY 20-21. Since most state sponsors require an accurate June invoice regardless of expiration date, it is essential that written documentation is provided to the Grant Manger in SPA for any items not reflected on the ledgers.

State tentative projects must be invoiced by the required deadline indicated in the agreement; therefore, ensure that SPA has the fully executed agreement as soon as possible but no later than

- Review the Expense by Award report

_____ A copy of the PDF version of the ledger and a fully completed _____ form (if applicable) must be attached to the manual journal. The memo section of the journal must reference the memo section of the original transaction and a unique identifying number i.e. supplier invoice #, expense report #, etc.

Retroactive PAAs



