

July 17, 2020

**REVISED NOTICE – ALL GRANT AND CONTRACT - P.I.'s, Co-P.I.'s, Co-I's
and Administrators**

Effective Monday, August 3, 2020, we are changing the review process for all items listed below. Currently, ORA reviews these transactions prior to posting to Workday and funds being committed or payments made.

The new internal control process will sample a population of the transactions after they have posted and will review the sampled population for allowability of the expenses.

Questioned costs must be resolved within ten business days to remain allowable on the project.

The review process will be changed for the following transactions:

- Manual Journals
- Adhoc payments
- Purchase Requisitions
- Change Orders
- Credit Card Verification (P-Card)
- Expense Reports
- Spend Authorization
- Internal Service Delivery (ISD)
- Supplier Contract Event

Please remember that charges to awards must still meet all allowability criteria.

