

SOP Policy on Journal Entry (JE) approval effective January 1, 2009

Effective January 1, 2009 the SOP policy requiring the routing of JEs greater than \$250 and/or older than 60 days through the Dean's office has been rescinded.

Departmental chair's and their administrators are responsible for assuring that the transfers are appropriate and meet the federal and/or sponsor guidelines as well as state procurement policies prior to approval of the JE for entry.

Please note the following guidelines:

JEs are used to transfer operating dollars between two University chart strings. Some typical uses include:

1. transferring operating expenses that have been incorrectly charged
2. transferring funds to cover expenses associated with internal services
3. transferring of revenue between unrestricted chart strings (i.e. revolving)
4. correcting account errors

JEs cannot be used to move payroll expenses.

JEs should be processed promptly and should not be used to transfer expenses onto or off of a sponsored project unless approval has been gained from the sponsored project's Principal Investigator.

Special considerations for retroactive expense transfers over 90 days:

Operating costs should be charged to the correct chart string when they are incurred. However, there are occasions when it is necessary to make corrections to an original allocation of expense. The campus has introduced additional oversight for JEs moving expenses **greater than 90 days from the date of the original charge**. A detailed justification citing the original date of charge and reason for the transfer is required.