# Account Expiration Notification

From: Office of Research Administration Report Division

To: Fiscal Officer, Project Director

CC: Account Delegate *(where doc type = KFS)*

Subject: Final Report Preparation

The account(s) listed below has a final financial report due soon. Terms of the agreement require a final report/billing be provided to the funding agency no later than the due date indicated below. The Office of Research Administration requests that you review and finalize all financial activity appropriate to the account(s) and prepare them for final reporting.

Please review the expenses on the account, including cost share subaccounts if relevant, to guarantee all charges are appropriate and applicable to the grant. Any pending charges should be processed immediately so that FIS balances reflect all grant activity. Please also review any open encumbrances and take steps to resolve and/or remove them from the account. Your assistance with the above will help expedite the process of final reporting and ensure the timely and accurate submission of the report to the agency.

Thank you in advance for your assistance and if you have any questions, please feel free to contact the ORA Grant Analyst referenced below. If progress is already underway with this individual, please disregard this communication. Also, extensions approved by the funding agency but not fully processed through the system may not reflect in the information attached. Please feel free to contact the Grants Analyst if you have any questions.

A summary of accounts is listed below. For additional detail, please see the attached.

Account # Project Director Report Due Date Financial Analyst & Email

*(The following fields of data will be in the attachment)*

Account Account Exp. Date Project Dir Agency Name Grant # Budget Bal.

Report Due Date Account Delegate Financial Analyst & Email

***This is an automated email. Please do not respond directly to this message but rather contact the Grant Analyst listed for the account.***