# 90-Day Account Expiration Notification

Date of Notice

Attention: Project\_Director

Notice Sent to:

Sent on Behalf of:

Administrator

Administrator email

Administrator phone number

Re: **Expiration of Account**

**Account Name:**

**Project Director:**

This account expires on «expiration date». It is your responsibility to ensure that it is finalized so that ORA can prepare the final financial report to the sponsor.[[1]](#footnote-1)\* Please review the checklist below and follow any necessary steps.

**General** -Ensure all allowable and allocable expenses are properly recorded and all unallowable expenses are moved off.

**No-cost Extensions (NCE)** - Please work with your grant administrator to request and/or finalize any NCEs related to this account, as well as create any underwrites.

**Payroll** -Ensure staff appointed to this account haveHRMS eDocsreflecting their new distribution after the account expiration date.

**Travel** -Ensure all travel expense reimbursements are submitted and fully approved.

**Purchase Orders** -Finalize all purchases that are going to directly benefit the project prior to the expiration date.

**Encumbrances** - Encumbered items will not be included in any final expense report. If no further payment is expected on an encumbrance, please remove it by contacting:

* Purchase Orders: The buyer in Purchasing
* Travel: Travel Management Services
* Printing: Printing Services
* Physical Plant Bloomington: Physical Facilities
* Physical Plant; Indianapolis: Physical Facilities
* Payroll: Departmental Payroll; new distribution on HRMS E-Doc

**Cost Share** - Ensure all allowable and allocable cost share expenses are recorded in the cost share subaccount(s). Also, ensure the supporting documentation for all in-kind cost share has been forwarded to ORA.

We will be happy to work with you to resolve any outstanding issues. If you have any questions or need additional information, please call or email the Administrator listed above.

1. \***Clinical Trial Accounts**: ORA does not follow up on CTC Account Expirations; this is the department’s responsibility. Please perform a financial reconciliation, prepare any final invoices to the sponsor, and contact the Administrator listed above when the account is ready to be closed. If a No-cost Extension (NCE) is desired, please review the contract terms to determine if it is allowable and work with your Grant Administrator to request and/or finalize any NCEs related to this account. [↑](#footnote-ref-1)