

90-Day Rule Justification Memo

90-day Rule - Under university policy, all expenditures and other costs should be posted within 90 days of their occurrence; in addition all cost transfers, including salary, should be completed within 90-days of their original transaction date. When a transaction falls outside of this 90-day window a justification is required and subject to review and approval by central accounting staff before the transaction is accepted for posting.

Measurement dates:

- For an original transaction, the date of occurrence is the date that a good is received or a service is provided.
- For a cost transfer, the beginning measuring date for the 90-day window is the original date of the transaction on a budget statement.
- For all transactions, posting can only occur if the measurement date is within one year of the current date (posting can cross fiscal years). However, only in unusual cases and with additional justification can transactions more than one year old be posted or corrected.

Instructions:

- Complete the memo for each over-90 day transaction (HRIS journal, RAC, IV, reimbursement request).
- Answer each question and attach supporting documents if needed.
- PI signature required for cost transfers on sponsored accounts
- Submit 90-day memo with transaction form (HRIS journal, RAC, IV, reimbursement) as follows:

Type of Transaction	Send to	Address
HRIS journal (all payroll)	Payroll: Attn Linda King	720 University Place, Evanston
Non- payroll transaction(s) that affects a sponsored account, including reimbursements	ASRSP: Attn Jane Roy-Singh	633 Clark Street, Evanston or 750 N. Lake Shore Drive, 7th Floor, Chicago
Non-payroll transaction(s) with no sponsored account lines	Accounting Services: Attn Transaction Processing	619 Clark, Evanston
Non-sponsored reimbursements	Accounts Payable	2020 Ridge, Evanston

(1) Why was this expense originally charged to the CUFS account from which it is now being transferred? Or, why was this expense incurred (if not yet posted)?

(2) Why should this charge be transferred/posted to the proposed receiving CUFS account? (For transfers, a correlation must be drawn between the initial charge and the account to which it is being transferred)

(3) Why is this cost transfer/posting being requested more than 90 calendar days after the date of transaction on a budget statement/original occurrence?

(4) What action is needed to eliminate the future need for cost transfers/postings of this type? Is this action being taken?

(5) Salary transferred to sponsored projects must be supported by timely certified effort reports. For the salary charged to sponsored projects, have you certified effort for the quarter in which the transfer/charge occurs? If yes, attach the certified effort report.

- Yes
- No

(6) Signature and Approval

Signature of Preparer: _____

Signature of Supervisor/
Principal Investigator: _____

Signature of Dean's Office/
Vice President or Designee _____
(As needed)

Date: _____

Questions? Contact: Payroll 7-1559 ASRSP 1-4237 Accounting Services 1-5338