



May 15, 2013

**ADMINISTRATIVE PROCEDURES MEMORANDUM 13-09**

To: University Administrators and Chancellors

From: Yaa-Yin Fong *Y Fong*  
Director – Office of Research Services

Subject: Administrative Procedure A8.954 – Extramural Closeout Procedures

Transmitted herewith is the revised Administrative Procedure A8.954.

Revisions to Administrative Procedure A8.954, Extramural Closeout Procedures, are as follows:

- Revise reference of Fiscal Officer to Fiscal Administrator
- Paragraph 4.a.3) – Revised to include “clearing the transactions in designated continuation accounts, clearing any deficits”
- Paragraph 4.b.1) – Revised to include “reviewing the designated continuation account(s) for any transactions that may need to be transferred to the applicable project account”
- Paragraph 4.b.2) – Added “Assist the PI to clear any deficit in a timely manner”
- Paragraph 5.a.4)(c) – Revised to include “FA or ORS Projects Fiscal Accounting will initiate a change to the account end date in the financial system.”
- Paragraph 5.e.1)(g) – Added section

Any questions concerning these procedures should be directed to the Office of Research Services 956-7800.