

# Finance

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Verifies the following on the Cover Sheet and Summary Data Sheet with the instrument:

- Type of document
- Original vs amendment
- Initial & end dates
  - and appropriate related close out clause/verbiage
- Contractor name
- Dollar amount – confirm verbiage of dollar limit
- Payment terms must be specific and adequate.
- Advance payment text in instrument must be preapproved and signed letter from Chief Accountant must be attached.
- CFDA / NOA number
- Funding – compare to grant master – new fund requires grant accountant program request in STAARS – process through approval steps
- Contract vs grant funding codes
- Budget attachment – review for contractor /terms identification, consistency, and mathematical accuracy
- Identify applicable existence of indirect costs (I/C) on budget. If I/C exists, a supporting I/C agreement with vendor must be attached and calculation coincide correctly
  - If vendor has never had an I/C agreement, 10% I/C is acceptable
  - Review I/C exceptions for Mobile and Jefferson counties.
- Amendment incremental adjustment is on cover sheet – use original and amendment attachments to confirm
- If instrument requires federal funding and is greater than/equal to \$25,000, an allocated space exists on attachment tab
- Verify DUNS number / attachment exists.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_