

Sponsored Journaling Checklist

Use this checklist to ensure necessary information is included in the journal adjustment and back-up documentation to concisely and adequately support the transfer of the transaction(s) between sponsored accounts. Use this document alongside the [Sponsored Journal Guidance](#). The [Sponsored Journaling Best Practices](#) is an additional resource.

Confirm the following to support the transfer:

- Backup documentation is included and supports the transfer.
- Sufficient written justification is provided.
- If applicable, an approval email for cross org moves (PDF/screen capture included).
- Expenses are reasonable, allowable, in the correct period, and funds are available.
- Coding is correct, clearly described, and aligns with the justification and support provided.
- Complies with University Policy (e.g. Cost Transfer, Procurement, etc.).
- For salary moves; pay type, period, tuition breakdown, and calculations are included.
- Required naming conventions are used.
- Clear audit trail with all communications available.