

## **25.99.99.E0.02      Procedures for Non-Payroll Costs and Transfers To Sponsored Accounts/Projects**

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### **Standard Administrative Procedure Statement**

The Texas Engineering Experiment Station (TEES) requires non-payroll costs on sponsored accounts and/or projects to be reflected accurately and timely.

### **Reason for Standard Administrative Procedure**

This Standard Administrative Procedure (SAP) provides guidelines for non-payroll costs and transfers to sponsored accounts/projects.

### **Procedures and Responsibilities**

#### **1. COSTS AND TRANSFERS**

1.1 Non-payroll costs and transfers to sponsored accounts/projects should be submitted within 90 days of the original transaction (i.e. goods received date or invoice received date, travel end date, service provided date).

1.2 Requests made to charge cost reimbursable projects more than 90 days from the date of the original transaction (i.e. goods received date or invoice received date, travel end date, service provided date) will only be considered if appropriately justified. Requests will be considered on a case-by-case basis and the final decision will be made by the Chief Financial Officer (CFO). All requests shall include:

1.2.1 An explanation for the cost/transfer over 90 days,

1.2.2 Approval/certification of one of the following who has signature authority over the accounts involved:

- a. Business Administrator
- b. Department/Division Head

1.2.3 Approval of the Project Administration Office or designee

1.2.4 Approval of the CFO

## **Related Statutes, Policies, or Requirements**

[National Institutes of Health \(NIH\) Grants Policy](#)

[Office of Management and Budget Circular A-21](#)

[Regulation 15.01.01, Administration of Sponsored Programs – Research and Other](#)

## **Contact Office**

Fiscal Office

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