

# North Dakota State University

## Policy Manual

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### SECTION 817

#### COST CORRECTIONS

SOURCE: NDSU President

1. All cost corrections involving the transfer of charges made on grant and contract funds (Funds 40000-49999) will be completed by the Office of Grant and Contract Accounting by means of a journal entry. All corrections of clerical and bookkeeping errors should be made in a timely manner. When a correction is necessary, a memo should be submitted to the Office of Grant and Contract Accounting. The memo must contain the following items:
  - A) an explanation of how the error occurred;
  - B) a justification of the charge being paid by the new agreement being charged;
  - C) the reference number of the original payment being corrected; and
  - D) the fund numbers of the fund being credited and the fund being charged.
- 1.1 If the correction is for salaries and wages paid to individuals, include the following information:
  - A) an explanation of how the error occurred;
  - B) a justification of the charge being paid by the new agreement being charged;
  - C) the name of each individual being corrected;
  - D) the month or months of pay and the percentage of time, if not 100%, being corrected;
  - E) the fund numbers of the fund being credited and the fund being charged.

NOTE: A correction to an individual's salary must also be reflected on the individual's Personal Activity Confirmation for the month or months being corrected. The Office of Grant and Contract Accounting will return the Personal Activity Confirmation form for recertification at the time the correction is made.

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#### HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	August 2007
Housekeeping	June 2015