

Correcting Entry Justification for Federally Funded Projects

Instructions: This form should be completed and attached to each Journal Voucher form which involves a federally sponsored project; guidelines state that corrections of clerical or bookkeeping errors should be accomplished within 90 days of when the error was discovered. Please answer the questions below.

1. Is this correction being accomplished within 90 days of when the error was discovered? If no, why is this correcting entry more than 90 days of when the error was discovered?

2. What corrective action has taken place to eliminate the need for corrections of this type in the future?

Receiving Department: Route this form to: Accounting Office Old Main 11 Phone (701) 231-7432 Fax (701) 231-6194
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