

Finance & Payroll Corrections Approval Workflow

Grants = 4W Indices F&As = 436/7/8 Indices



* If over 90 days, 90-day justification memo needed; SIGNATURE required on memo by Dale Huls dalehuls@montana.edu if touching a grant index and Tawnya Morgan tawnya.morgan@montana.edu if touching an F&A index (**both** signatures are needed if touching both a grant and F&A).

1) SIGNATURE on correction required from VPRED FM
tawnya.morgan@montana.edu

1) SIGNATURE on correction required from OSP FM(s) (can be multiple FMs)

1) SIGNATURE on correction required from OSP FM(s) and VPRED FM

1) SIGNATURE on correction required from OSP FM(s) and/or VPRED FM

If subaward account (621471, 621472), SIGNATURE required on correction from subawards@montana.edu

Carbon Copy (cc) of all corrections to: ospfrontoffice@montana.edu (Any that OSP is unable to process will be forwarded to UBS)