



Idaho State UNIVERSITY

ACADEMIC Financial Review Checklist

College/Department:	Month:		
Budgets: Review, Resolve or explain deficits	Report/Tools	Comments (optional)	Completed
Budgeted vs. Actual (including Budget Transfers, Journal Vouchers, Interdepartmental Invoices, Encumbrances, etc.)	Accounting Activity by Index (Cube)		
Cash Balances for Local Funds	Cash Balance by Fund (cube)		
Grants (including effort reports when due)	Grant View Datablock		
Local Endowments supported by Foundation/Reimbursement billing	Report from Foundation Office		
Financial Review/Reconcile/Correct As Needed			
Payroll Detail	Accounting Activity by Index (Cube)		
Travel: Outstanding Travel Authorizations and Reimbursements	Travel Office or F&A for moves		
Outstanding Purchase Orders	Open PO Report		
P-Card Transactions	Wells Fargo CCER Website		
Other:			
Human Resources			
New Hire Paperwork (I-9, W-4, Offer Letter, Benefits, etc.) including: Temps, Student Paperwork, Adjunct Contracts (required prior to 1st day)	http://www.isu.edu/humanr/Forms/		
Personnel Recommendation (PR) Form	http://www.isu.edu/humanr/Forms/		
Personnel Action Request for Temporary & Student Workers (PARTS)	http://www.isu.edu/humanr/Forms/		
Increased Personnel Action Scrutiny (IPAS) Form (New Position Req)	http://www.isu.edu/humanr/Forms/		
Exiting Employee Checklist	http://www.isu.edu/humanr/Forms/		
Other (As Needed)			
(Per Semester) Course Enrollment	Student Campus Registration Reports		
(Per Semester) Workload Distribution	Dean's Office		
Facility Services Request and other forms, Bill outs, etc.	http://www.isu.edu/phyplant/		
Academic Affairs Administration/Provost Office Follow-up	Provost Office		
Review and revise delegated authority & access. Including: Payroll, Telephone & FAC, Computer, Banner Access, Index Security, etc.	HR, NeTel, ITS, Controller		
(Annual) Physical Property Inventory Certification	Purchasing Services		
Other:			
Other:			
<i>The above processes have been reviewed, reconciled and discussed with the College Dean or Department Chair. All information is accurate.</i>			
Reviewer Signature:		Date:	
Dean/Dept. Chair Signature:		Date:	