



Request to Include Unposted Adjustments on Final

According to UGA/ SPA policy, unposted adjustments may be included on an invoice **only on occasions when it is not possible to have the charges posted to meet the deadline for billing**. Including adjustments requires extra manual effort and introduces risk of errors. Any unposted adjustments included must be posted in timely manner to ensure that the invoice matches UGA's accounting records.

Please list all transactions that have not yet posted to be included on the final invoice/ report. Please also include copies of invoices etc. reflecting amounts and dates. Any transactions listed below must be posted immediately. Please attach extra pages as needed. *****Please note that we will give special consideration for Subcontract Final Invoices.**

Doc ID #: Journal, Voucher, Requisition, Expense sheet etc.	Amount of charge	Date entered into System (Invoice Date, etc. where applicable)	Reason not posted

I confirm that all of these listed charges were incurred during the project period and are allowable, applicable and reasonably applied. I understand that any charge that exceeds the amount provided above must be covered by other non-grant funds. I agree to have all transactions posted within 45 days of project end date.

Requester Name/ signature _____

PI Name/ Signature _____

SPA Signature _____