Accounts Payable DCF DOCUMENT

General Guidance

All DCFs not submitted to AP within 60 days of the initial posting to the BPR (GL-324B) for GL related activity or to the Award Project Performance Report (GM-139) for sponsored project (grant) related items must be accompanied by a memorandum of explanation detailing the reason as to why more timely addressing of the issue did not transpire and what practices are being implemented to preclude future recurrence of tardy action; if not, the DCF will be returned unprocessed - without exception. All of the information provided will be reviewed by Finance Management and a determination will be made as to whether the DCF will be accepted for processing.

GL related DCF activity must be submitted to AP via e-mail to acctspay@gwu.edu.

Sponsored Project related DCFs should be submitted to your OVPR contact for approval and then forwarded to GCAS (please do not copy acctspay@gwu.edu).

Sponsored Project Guidance

All DCF activity that involves a sponsored project without regard to amount or time frame must be reviewed by GCAS after approval by OVPR. The Cost Transfer Justification Form is required for all activity allowing OVPR and GCAS to more effectively review the requests. GCAS will submit the DCF activity to AP.

The 90 days includes processing by OVPR, GCAS and Accounts Payable. There is an allowance of ten days for processing by GCAS and AP. DCFs received by calendar day 80 will require Comptroller’s (or designee’s) signature. Please allow time for the central offices to complete the transaction by the 90th day.

Other Reminders

1. All DCFs must be signed and the signature of the approver must be legible. As a precautionary measure, the approver should print their name next to or underneath their signature.
2. No one individual can act in both the role of the preparer and the approver for a DCF submission.
3. No one individual can approve a DCF to adjust activity for their own personal CONCUR expense report submissions.
4. DCFs can only be submitted to adjust transactions that were initiated in the AP system. DCFs cannot be utilized to adjust journal entry activity. On the BPR, AP activity is identified in the Category/Source as ‘Purchase Invoices’.
5. A legible copy of the BPR or APPR must accompany the DCF.
6. All adjustments must be of a value of $5.00 or greater for GL related transactions.
7. Sponsored Project related DCFs must have the OVPR approval stamp.
8. AP will not hold the DCF in a pending status awaiting responses for requisite corrective action to be taken.

Note: This memorandum serves as guidance in combining the primary points of the Financial Transaction Adjustment Policy and the Sponsored Projects Cost Transfer Policy.