



Month & Year: _____ Banner Fund Number: _____

Banner Grant Name: _____

____ Review that all receiving has been done (if there has been receiving and the expense has not posted to Banner please inform postaward@stockton.edu)

____ Review that all redistributions, stipends, supplementals, and course releases have been approved and forwarded to the postaward@stockton.edu (if you have submitted a redistribution and do not see it in Banner, please email the grant team)

____ Review that all travel reimbursements have been submitted to accounts payable (if there reimbursements that have not posted to Banner please inform postaward@stockton.edu)

____ Review that all p-cards receipts have been uploaded to WORKS (if they have not posted to Banner please inform postaward@stockton.edu)

____ Review the appropriate match fund (if applicable) to ensure items have been posted (if there expenses that have not posted to Banner please inform postaward@stockton.edu)

____ Review that all copier, chartwell's, and print shop charges have posted to Banner (if there are expenses that have not posted to Banner please inform postaward@stockton.edu)

____ Review that all requested cost transfers have been processed (if there are expenses that have not posted to Banner please inform postaward@stockton.edu)