



Report of Final Expenses

ROUTING

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Instructions: Submit form with supporting documentation for outstanding expenses to spa_rfe@nmsu.edu. Any listed expense requires supporting documentation to more accurately account for outstanding expenses and a proper audit trail of anticipated expenses. If expense has cleared Banner subsequent to fund end date a Banner print screen will suffice to support this cleared expenditure.

Section 5 is required when supplies exceeding \$5,000 remain at the end of a Federal award and must be signed by the Principal Investigator.

The preparer of the form should sign Section 3-Requestor Approval. Contact your fiscal monitor for assistance.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Prepared By: _____ E-mail Address: _____ Phone: _____

Grant #: _____ Fund #: _____ Fund End Date (mm/dd/yyyy): _____

SECTION 2: REQUEST DETAILS

Description	Account Code	Amount	Amount
1 Fund Budget:			\$
2 Inception to Date Expenses as of fund end date :			\$
3 List of Outstanding Expenses:			Note: Expenses MUST be entered as negative numbers. Example: -150.00
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Total of additional expenses attached:		\$	
4 Sum of Outstanding Expenses:			\$
5 Final Total Expenses:		(Line 2 + Line 4)	\$
6 Budget Balance Remaining:		(Line 1 - Line 5)	\$

Check the box that applies:

- ☐ All expenses have cleared and fund can now be termed.
- ☐ All expenses have cleared with the exception of those listed and the fund can be termed after all expenses have cleared.
- _____ **Index # for excess expenses or unjustified CAS items, if no journal entry is provided.**
- ☐ Residual supplies exceed \$5,000 in aggregate. If checked, complete Section 5.

SECTION 3: REQUESTOR APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Received by SPA: _____

SECTION 5: RESIDUAL MATERIALS AND SUPPLIES EXCEEDING \$5,000 ON SPONSORED AWARDS

Per section 2 CFR 200.314 of the Uniform Guidance, if there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other Federal award, the non-Federal entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal government for its share. (If the estimated Fair Market Value is less than \$5,000, title rests in the grantee and no inventory is necessary.)

1. Is this program continuing beyond the expiration date of this GR # or Fund #? ☐ Yes ☐ No

If YES; residual inventory not required. PI signature required at the bottom of the form.

If NO; proceed to question 2

2. Will the residual supplies be used on other Federally supported activities? ☐ Yes ☐ No

If YES; provide GR # _____ and identify residual supplies below

The Principal Investigator has a fiduciary responsibility to utilize the residual inventory listed below on other Federally supported activities under the First In First Out inventory method.

If NO on both of the above questions, supplies must be sold or retained for use on non-Federally sponsored activities and the Recipient will compensate the Federal agency for its share of the sales proceeds (or estimate of current fair market value). Below is a list of the supplies and the current fair market value.

[illegible]

Principal Investigator must approve the Inventory. SPA will review and determine if further valuation is needed by AFR Property office.