



TO: BUDADM and FAS System Users  
FROM: Cindy Lee, Accounting/Financial Manager  
DATE: May 21, 2004

Financial Services  
Sponsored Projects  
Accounting

SUBJECT: SPA Year-End Closing Procedures/Deadlines

Listed below are the 2003/2004 Sponsored Projects Accounting (SPA) year-end closing procedures and deadlines for SPA processes. All complete documentation must be received in the university office by the deadline provided. If requests are incomplete, SPA cannot assure that the requests will be processed within the 2003/2004 fiscal year. If you have questions regarding any SPA process, please refer to our web site <http://www.usc.edu/dept/finserv/spa/index.htm> or contact us. Thank you.

**Payroll Expense Transfers**

*2003/2004 Deadline: Tuesday, June 16, 2004, 4:30pm*

All original Payroll Expense Transfers must be received by the Payroll Office at either location below in order to be considered for the 2003/2004 fiscal year. Incomplete Payroll Transfers will delay the normal processing time and could result in transfers being processed in the following fiscal year 2004/2005. See SPA's web site for the Payroll Expense Transfer form and check-off list.

**University Park Campus**  
Figueroa Building, Room 109  
3535 South Figueroa Street  
FIG 109, MC 1263  
Los Angeles, CA 90089-1263  
Phone: (213) 740-8855

**Health Science Campus**  
Parkview Medical Building A, Room 300  
1420 San Pablo Street  
PMB-A300, MC 9050  
Los Angeles, CA 90089-9050  
Phone: (323) 442-2775

**Non-Payroll Expense Transfers**

*2003/2004 Deadline: Wednesday, June 30, 2004, 5:00pm*

All Non-Payroll Expense Transfers must be received by SPA no later than the deadline listed above. Incomplete Payroll Transfers will delay the normal processing time and do not guarantee transfers will be processed in the 2003/2004 fiscal year. See SPA's web site for the Non-Payroll Expense Transfer form and check-off list.

**Manual Budget Changes**

*June 2003/2004 Deadline: Tuesday, June 29, 2004, 5:00pm*

*13-Series 2003/2004 Deadline: Tuesday, July 20, 2004, 5:00pm*

Manual Budget Changes must be received by SPA no later than the due dates indicated above. **Note:** All 13-Series Budget Changes must indicate "13-Series" on the form if they need to be processed in the 2003/2004 fiscal year. Budget Changes will be processed in the 2004/2005 fiscal year if there is no written indication of 13-Series.

**Paperless Budget Changes**

*2003/2004 Deadline: Wednesday, June 30, 2004, 12:00pm*

Paperless Budget Changes must be inputted onto the AIS system no later than the deadline provided above; otherwise they will not be considered a 2003/2004 budget change. Budget changes for 13-Series cannot be processed through the Paperless Budget Change system. If a 13-Series budget change is necessary, it must be submitted manually. See the Manual Budget Changes deadline.

**Journal Vouchers**

*June 2003/2004 Deadline: Wednesday, June 23, 2004, 12:00pm*

*13-Series 2003/2004 Deadline: Tuesday, July 13, 2004, 12:00pm*

All Journal Vouchers must be received by SPA no later than the due date and time indicated above. Be sure to have all appropriate signatures before submitting paperwork; otherwise journal vouchers may not be considered for 2003/2004 processing. **Note:** There are no 14-Series Journal Vouchers processed on SPA JVs.

## SPONSORED PROJECTS ACCOUNTING

UGB - 102, MC 8001 Phone: (213) 740-5381 Fax: (213) 740-7798

**Office Administration:** Cost Transfers, GL Functions: Cash Process, Internal/ External JV's

Fabiola Salinas	Supervisor	(213) 821-6420	<a href="mailto:salinaf@usc.edu">salinaf@usc.edu</a>
Andrew Chang	Accountant	(213) 821-6414	<a href="mailto:aschang@usc.edu">aschang@usc.edu</a>
Gricelda Rivera	Acctg Technician	(213) 821-6415	<a href="mailto:gvelazqu@usc.edu">gvelazqu@usc.edu</a>
Carmen Martinez	Receptionist	(213) 740-5381	<a href="mailto:carmenma@usc.edu">carmenma@usc.edu</a>

**LOC Section:** Letter Of Credit: NIH, NSF, NASA,OE,EPA,NEH,DOJ, NOAA,DOE

Elizabeth Gatchalian	Supervisor	(213) 821-6412	<a href="mailto:egatchal@usc.edu">egatchal@usc.edu</a>
Mary Ngo	Accountant	(213) 821-6411	<a href="mailto:mnngo@usc.edu">mnngo@usc.edu</a>
James Wang	Acctg Technician	(213) 821-6422	<a href="mailto:jamestwa@usc.edu">jamestwa@usc.edu</a>
Lorena Garcia	Acctg Assistant	(213) 821-6413	<a href="mailto:lda@usc.edu">lda@usc.edu</a>

**Non-Federal Section:** Local Government & State of California, Private awards (Foundations), Private & Government

Gina Galang	Supervisor	(213) 821-6403	<a href="mailto:fernando@usc.edu">fernando@usc.edu</a>
Shawn Suzuki	Accountant	(213) 821-6404	<a href="mailto:shawnsuz@usc.edu">shawnsuz@usc.edu</a>
Sylvia Khalil	Acctg Technician	(213) 821-6405	<a href="mailto:sylviakh@usc.edu">sylviakh@usc.edu</a>
Stacey Arthur	Acctg Assistant	(213) 821-6406	<a href="mailto:sarthur@usc.edu">sarthur@usc.edu</a>

**DOD and Federal Pass-Through Funding Section:**

ONR, DOD, Navy, Army, Air Force adv., ARPA, Local & State Gov. Pass-Through, Air Force, Army Med., Private & Government Pass-Through

Lien Duong	Accountant	(213) 821-6409	<a href="mailto:liend@usc.edu">liend@usc.edu</a>
Alain Camiling	Accountant	(213) 821-6408	<a href="mailto:acamilin@usc.edu">acamilin@usc.edu</a>
Yolanda Amescua	Accountant	(213) 821-6407	<a href="mailto:yamescua@usc.edu">yamescua@usc.edu</a>