

Sponsored Programs Monthly



Outstanding Obligations List

All expenses to a sponsored project **must be incurred** (supplies received or services performed) **prior** to the end date of the sponsored agreement. At times, services/supplies are ***incurred*** prior to the award end date, but ***payment*** of invoices for those services/supplies may not have posted to FIS by the award end date.

An outstanding obligations list is required at the end of all sponsored agreements. **The date of the list should be the end date of the award (or the end date of the prior month if the award end date is in the middle of a month).** Listed should be any charges that will post to FIS after the end date of the outstanding list. **It is important that all items not yet posted to FIS be listed on the Outstanding List because SPA will base our final invoice/expenditure report to sponsors on this list.**

Filling out an outstanding list is similar to balancing your checkbook (does anyone do this anymore?). The checks you have written in your personal check register (i.e. departmental shadow system, Quick Books, etc) that have not yet posted to the bank (in this case FIS) are the items that should be on your outstanding list. Also include any item in your pending payment file that will be paid from the sponsored project account.

New & Improved

Click [here](#) for a new version of the Outstanding Obligations List. The new format allows you to add additional lines for longer lists and will calculate totals (including any unspent balance on the award).

Additional Resources:

<http://www.k-state.edu/policies/ppm/7000/7050.html#.090>
http://www.k-state.edu/finsvcs/sponsoredprograms/spa_forms/index.html

Questions? Call 532-6207