

Office of Sponsored Programs Advance Reconciliation Form

Use this form to reconcile advances taken out on sponsored projects (*i.e.*, *cash advances*, *P-Card* and *Tango purchases*). Please complete the form sections in order as they appear on form and answer all fields in a section before moving on to the next. Please upload the completed form to the reconciliation journal entry in ConnectCarolina along with all other applicable supporting documentation. For more information see the [Guidance on Study Subject Payments](#). Please contact SponsoredPrograms@unc.edu with any questions.

Things to Remember:

- All reconciliations must take place within the applicable time frame
- Partial reconciliations of voucher are allowed
- Required documentation must be attached to journal
- Correct journal entry type must be used (*i.e.* *Cash Advance - JCA*, *P-Card & Tango - JOT*)
- Allowability of expenses are based on individual project

Reconciliation Due Dates:

- Cash Advance - 60 days for domestic advances | 90 days for foreign advances
- Purchasing Cards - 20th of the month in Works | 15th (*or next business day*) of the following month after expenses post to project
- Tango - 15th (*or next business day*) of the following month

Department Information

Department:	621100	Project ID:	5102345
Department Contact:		John Doe	Contact Email: johndoe@unc.edu

Advance Reconciliation Information

What type of reconciliation is this for: Deposit Cash Advance Purchasing Card (and OVCR Gift Cards) Tango

Is this for: Gift cards Subrecipient

Is this journal in compliance with reconciliation time frames established by applicable OSP operating standard? Yes No

Voucher/Transaction ID	Amount of Reconciliation
12345678	100
12345679	50
Total Amount of Reconciliation	
\$150.00	

Study Subject Information

Please provide a breakdown of all gift cards for study subject payments being reconciled below. You can also attach the department tracking of study subject incentives, but it must be signed by the Principal Investigator, Study Coordinator or their designee.

Participant ID	Date of Issuance	Card/Incentive ID	Amount of Incentive
Participant 1	Aug 5, 2023	123456789	25
Participant 2	Oct 4, 2023	123456788	50
Participant 3	Jul 9, 2023	123456787	25
Participant 4	Aug 31, 2023	123456786	25
Participant 5	Sep 5, 2023	123456785	25
Total Amount of Reconciliation			\$150.00

Required Documentation

Please provide a copy of all receipts that total the amount you are reconciling.

Signatures

This completed and signed form, and required documentation, must be attached to the journal by the department.

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Principal Investigator/
Study Subject Coordinator: Jane Doe

Department John Doe
Contact: _____

Signature: **Jane Doe** Digitally signed by Jane Doe
Date: 2023.07.27 15:32:31
-04'00'

Signature: **John Doe** Digitally signed by John Doe
Date: 2023.07.27 15:32:45
-04'00'

Date: _____

Date: _____