ADMINISTRATIVE ADJUSTMENTS CHECKLIST

COMPANION TRANSFERS

Please check each of the following items when the criteria have been met.

___ "**Administrative Adjustment**" is stamped or written on the companion transfer form.

___ The batch header information is complete and corresponds with the AFIS system.

___ The document date and document number must be entered on the form by the agency disbursing funds.

___ The **"Approved by"** signature on the companion transfer form for Administrative Adjustments is signed by an authorized individual designated on a Signature Authorization (GAO-3) form: Authorized to Sign Key 100 or 101 (10/03 version); Accounting Authorization Type 198 or 126 (04/08 version).

___ If the index or PCA being used for the losing/disbursing side of the transfer links to a reverting type (1) appropriation, an encumbrance (REF DOC) is required to complete the transaction. Using the AFIS 64 screen, verify the Reference Document is encumbered and appears with the correct AY year on the AFIS system. Verify the encumbrance has sufficient funds available for the transfer amount.

___ Verify the transaction code corresponds with the appropriation type and AY year and is correct on the AFIS system.

___ **Required Documentation:**

□ Transfer form with original signatures and approvals.

□ Supporting documentation may vary due to the nature of the transfer (such as):

Interagency Transfers:

- Copy of invoice(s), encumbrance and/or purchase order.
- Documents that support the time frame during which the goods were received or services rendered. Examples of documents accepted: labor or work orders, packing slip/receiver, bill of landing, Fed-Ex and/or UPS print-out.

Transfers for Corrections:

- Documentation which could include original claim documents or screen prints of the 86 or 86H showing when the original transactions were processed.
- Spreadsheets: output from an agency's internal system **may not** be considered adequate supporting documentation. An explanation should accompany or appear on the spreadsheet identifying the original source of the information used to create the spreadsheet.

□ Include copies of any correspondence, memos, e-mails, or letters that could be helpful with the analysis of the transfer.

Note: If the supporting documentation is not self-explanatory, please notate or attach a detailed explanation.

Print Name of Preparer: _____ Telephone #: _____

Signature of Preparer: _____ Date: _____

Print Form