

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO:** Chief Financial Officers **DATE:** November 18, 2009  
**FROM:** Marc A. Leonetti  
State Controller  
**SUBJECT:** Certification of Proper Use of Federal Stimulus  
CFO 10-07

This memorandum is a revision to CFO 10-02, which was posted to the Controller's web site on September 3, 2009. Effective December 1, 2009, all RI-FANS journal entries debiting or crediting a federal stimulus account must contain the following revised language in a short text attachment to the journal:

*I certify that in relation to each of the federal stimulus accounts appearing on journal entry # \_\_\_\_\_, the following documents are on file at my agency:*

*ARRA Assessment Form  
ARRA Budget and Budget Justification  
ARRA Departmental Certification*

*The purpose of this journal entry is as follows:*

*I further certify that this journal entry is in compliance with each of these above-referenced documents and that all charges to federal stimulus accounts contained herein represent a proper use of said funds and comply with all relevant federal rules, regulations, and guidelines.*

\_\_\_\_\_  
*Name of Certifying Official*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

The purpose section of this text attachment must provide an adequate explanation as to why this journal entry has been initiated. If the purpose of this journal entry is to adjust another RI-FANS document (such as an invoice or another journal entry), the number of the original RI-FANS document must also be provided here. It is also suggested, in cases where additional

backup documentation would be helpful to the journal approver, that this be attached to the journal entry as well.

The name and office phone number of the person making the certification must appear in the reference field of the header page of the journal entry as well as in the text attachment. Any text attachment not indicating the name of the certifying official, his/her title, or the date of the certification as specified above will be automatically rejected.

If you have any questions about what backup would be considered sufficient in a particular circumstance, please contact the person within the Office of Accounts and Control who is the assigned journal approver for your agency.