- ☐ Obtained all necessary approvals for positions
    - ☐ PC – tracking #
    - ☐ M&O
    - ☐ Changes to financial manager allocations
- ☐ Run School Budget Progress Report for schools to make sure all budget status is A (approved) and there is no W (WIP) status
- ☐ Run COFE Budget Report and verify the following are correct for position and non-position budget line items:
    - ☐ Start and end dates
    - ☐ Position Subarea
    - ☐ Budget line type for positions and non-position (2OTHS-L vs 2OTHS-O & 3OTH-L vs 3OTH-O)
    - ☐ All funded positions have an active "A" status
    - ☐ All positions with a "C" position status should not have any dollars
    - ☐ Functional Area
    - ☐ Amounts used when adjusting H&W benefits and the functional area used corresponds to the functional area of the position
- ☐ Review Position Validation Error Report (PVER)
    - ☐ Identify and correct any position validation errors
    - ☐ Coordinate with Central Office staff when modifying positions that are multi-funded with a central program
- ☐ Verify norm earned position FTEs are intact