

All research projects and agreements should direct funding payments to 4202 East Fowler Avenue, FAO 126, to be received by the Division of Research Grants receptionist. Immediately upon receiving funds, receptionist will restrictively endorse all checks and enter the following information into an electronically shared log prior to transfer to the Office Manager:

Payment Received by  
Payee Name  
Date Check Issued (if applicable, non-cash)  
Date Payment Received  
Amount of Check  
To Whom the Receipt is to be Transferred for Processing  
Date Transfer is Made

The Office Manager will then verify, sign for, and accept receipts from Receptionist to make a deposit fund determination. Research Foundation Coordinator may be called upon for assistance, but will not have access to receipts. The Office Manager will make two copies of each receipt – one for the file and one for the deposit records. For the projects in which DRG does not maintain a file, the file copy will be sent to Research Foundation Coordinator. The Office Manager will notate in the log to whom the receipts are being transferred for processing and the date the transfer is made.

The Office of Research Accountant will then verify, sign for, and accept receipts from the Office Manager. The Accountant will prepare the deposit slip and, after documented verification of the amount being deposited by another party, will deliver the deposit materials to the Bank. One copy of the validated deposit slip and deposited items are to be kept on file. At the end of each month, this file is given to Research Foundation Coordinator for reconciliation and file. Accountant will notate the deposit date in the log.

Research Foundation Coordinator will review log and all validated deposit slips in coordination with the monthly reconciliation process.

Any receipts directed to Research Foundation UTC 155 office will be received by Sr. Secretary, restrictively endorsed, logged in as above and forwarded to FAO 126 for processing.

Any receipts directed to other individuals or departments will be forwarded to FAO 126 for processing.

Cash must be deposited whenever collections exceed \$500 or on a weekly basis, whichever occurs first. Checks must be deposited within 10 business days of initial receipt.

In no instances shall funds be transferred through campus mail.

A police escort must be obtained in the event cash being deposited exceeds \$500.