

DATE: August 6, 2014

TO: Pam Muscarello, Division Administrator, Division of Research

FROM: Tammy Maugans, DBA, Research Division

RE: Cash Handling Process for the Division of Research (DOR)

The research Division does not handle cash or maintain a petty cash fund. However checks are received from the Center for Industrial Partnerships (OIPM) and the Office of Contracts and Grants (OGC).

Office of Contracts and Grants

Checks that are received from grant funding agencies, billed invoice expenditures, and any other type of financial transactions are sent to OGC and logged in for accountability and tracking purposes. The following steps are in place to insure accurate deposit.

1. Although most funds paid to the University for Sponsored Research Projects are received and processed by Research Accounting and/or the Treasurer's Office, OGC occasionally receives checks that must be deposited. In keeping with UH policies outlined in MAPP 5.01.01 regarding Cash Handling which requires that all checks must be deposited in a timely manner, any check received by OGC must be deposited within one working day of its receipt.
2. When the Division Staff, in the course of opening incoming mail, finds a check enclosed, they will date stamp the check stub and any accompanying letter, invoice or other enclosed document. Then the division staff will pass the check to the Check Custodian, Lisa Roberts, Priya Navin or Ting Xue (respectively).
3. The Cash Custodian will make an effort to identify the proper sponsored project cost center to which the payment should be applied. If the check cannot be identify, the Check Custodian will pass it onto Research Financial Services Team (RFS), Ting Xue or Grace Rosanes (respectively) for further investigation. If the check is still not identify, it will be pass to the Division of Research Business Operations Team to indicate it is not related to Sponsored Projects.
4. Once cost center and invoice line has been identified, create a memo, photocopy of the check and accompanying document and verify with the Research Administrator (RA) and Financial Analyst (FA) to also verify your information/cost center and invoice number is correct. Make sure to mark out the account information and account number at the bottom of the check before sending the email for verification.
5. The Cash Custodian will upload the scanned check to the invoice line found on the projects Financial Reports tab in RD2K. You can name it with the check number, sponsor name and the date you received the check. If the check is for multiple invoices, upload to both invoice lines.

6. If there is no invoice line, reference [How to add an invoice line to the project](#). Usually if a line has not been created, the payment are usually classified as advance payment. The invoice line should have a status of "Pro Forma". If unsure, verify with the FA what the status of the invoice line should be listed as.
7. In the event that (a) the cost center has not yet been created or not identified, (b) the Cash Custodian nor the RFS is unable to identify the correct cost center, within one business day, the check will be deposited into the Division of Research Holding Account. On the memo, you will mark the cost center for deposit as "Holding Account". A copy of the check and memo will be placed in the Holding Account folder located on the P: OCG Shared Files\Check Deposits\Holding Account Deposits. The Check Custodian is responsible for updating this folder to move those deposits to the correct folder for the cost center and verifying that the check has been uploaded to the award in RD2K.
8. A report of the Holding Account is prepared monthly and forwarded to the Financial Manager. Two specialist, Dao Tran and Ting Xue, will review the Holding Account and will contact the RA and FA to assist with identifying unknown payments. Each administrator is responsible for researching the items on the report to identify items that can to be transferred to sponsored project cost centers.
9. The Check Custodian will log in the check located on the P:OCG Shared Files\Check Deposits. Once completed, the Check Custodian will walk the checks to E. Cullen Basement – Room 10 and hand deliver the checks to Stephanye Graves or Ericka Vasquez. If no one is in the office, please do NOT leave the check in the front office. If no one is in the basement, bring the check back to and keep in a secured/locked drawer or the safe (Jamie or Tammy).

Office of Intellectual Property Management

Wire transfers are received via the Treasury office and a disbursement form is sent to DOR office for notification purposes. Checks that are received for generated revenue from patents or licenses are forwarded to the business office from OTM (checks are deposited within twenty-four hours of receipt). A University journal is created detailing cost center and deposit information. The following steps are in place to insure accurate deposit.

1. Checks are stamped with DOR bank information and placed inside an official banking institution bank bag with the appropriate deposit slip.
2. The bank bag and required paperwork are forwarded to the bursar's office via Business Office personnel or via Police Escort.