

To: Treasury Office

From: Rhonda Stafford
Division Administrator
Research Division

Via: Selesta Hodge
Executive Director, Research Services
Research Division

Date: July 23, 2012

Re: VC/VP Research Cash Handling Policy

The Research Division does not handle cash nor maintain a petty cash fund. However checks are received from the Center for Industrial Partnerships (OIPM) and the Office of Contracts and Grants.

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 from OCG to Research Financial Services Business Office and then logged in for accountability and tracking purposes. The following steps are in place to insure accurate deposit. A signed memo from a Grant Administrator details how checks are to be deposited with account cost center information or specialized handling requirements. Checks are stamped "For Deposit Only" and attached to a memo indicating instructions for deposit. All checks are deposited twenty-four hours upon receipt and hand delivered by Business Office personnel or via Police Escort.

Office of Tech Management

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. Checks are stamped "For Deposit Only" and placed inside an official banking institution bank bag with the appropriate deposit slip. The bank bag and all paperwork are forwarded to the bursar's office via Business Office personnel or via Police Escort.