UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES
Section H: Cost Reimbursement
Policy H4: Receipt and Application of Sponsored Program Funds
Approval: March 11, 1996
Reviewed: December 2006

PURPOSE:

To establish a policy and procedure to ensure cash received for sponsored program activities is applied in a consistent manner.

POLICY:

All funds received in support of sponsored program activities are to be mailed directly by the sponsor to the university’s designated lock box at Bank of America. In cases where a sponsor mails a check directly to a department, the check(s) are to be deposited quickly and in a manner consistent with the outlined procedure below or by hand delivering them to Sponsored Programs (SP) Financial Administration for deposit. These checks cannot be held overnight by the recipient, regardless of the security of the facility.

All cash received is applied to the sponsored program account(s) for which it was received. The cash will not be used for investments, other purposes, or the generation of income.

PROCEDURES:

NOTE: This procedure pertains to the receipt of sponsored program funds when the method of payment is by check.

1. All checks sent to the university by sponsors are to be mailed directly to the following address:

   The University of Miami
   Sponsored Programs
   P.O. Box 025405
   Miami, Florida  33102-5405

   The above address is for the university’s lock box.

2. The bank used by the university will receive the checks and deposit them directly to the university’s concentration account on a daily basis. This account does not earn interest. By having payments received and deposited directly by the bank, cash is credited to the university’s accounts without the handling delays that occur when checks are mailed directly to the university departments.

3. The bank transmits a deposit slip with all supporting documentation to SP Financial Administration. SP, in turn, applies the payment receipts to the proper sponsored program award account.