



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.2530

DIVISION: Finance and Administration

TITLE: Grants and Contracts Accounting - Cash Management Procedures

DATE: June 30, 2014

Authorized by: K. Ann Mead, Sr. VP for Finance & Administration

I. Purpose and Scope

This policy documents procedures to follow when a payment is received in Grants and Contracts Accounting.

II. Policy

Generally, Grants and Contracts Accounting (GCA) does not handle receipt of payments. The Office of Research Business Operations Director (for WKURF awards) and WKU Cashier's Office (for WKU awards) receive copies of all grant invoices from GCA, as well as GCA's outstanding invoice log to ensure that payments received are appropriately applied.

III. Procedures

1. In the event GCA receives a check, it is forwarded that same day to the Cashier's Office (for WKU awards); or, to the Center for Research and Development (for WKURF awards), for processing.
2. When GCA receives a check for advance funding of an award, the check is given to the Office of Research Business Operations Director for deposit into WKURF, for WKURF awards. If the award is WKU related, the check is taken to the Cashier's Office with a "Transmittal of Receipts".

IV. Related Policies

All 3.25xx, 3.26xx and 3.27xx policies