

#### **Overview**

This Guide provides additional information regarding the deposits of payments related to sponsored awards and is supplementary to [Policy 2801 Depositing and Recording University Funds](#), which addresses the receipt of University cash in the form of currency, checks, money orders, and traveler's checks. Cash items belonging to the University should be deposited promptly in an authorized University bank account.

#### **What to do and when to do it**

Within 24 hours of receipt of a sponsor payment, the department should do one of the following:

1. For School of Medicine departments, hand-deliver the payment to YSM Financial Operations Office. Please reference the IRES PT or Yale Award number on the check stub. \*  
<http://medicine.yale.edu/finance/finops/busops/cashier.aspx>
2. For Central Campus departments, hand-deliver the payment to Treasury Services. Please reference the IRES PT or Yale Award number on the check stub. \*  
<https://your.yale.edu/work-yale/finance/questions-hours>
3. Hand-deliver the payment to the Office of Sponsored Projects (OSP). Please reference the IRES PT or Yale Award number on the check stub.  
<http://grants.yale.edu/financial-mgmt/cash-management>

\* If option 1. or 2. above is chosen, please send an email to OSP at [OSP@yale.edu](mailto:OSP@yale.edu) with the Subject line titled "Sponsor Payment". Within this email, please include:

- IRES PT or Yale Award number
- sponsor's name;
- amount of payment;
- date and site of delivery for deposit; and
- attach any supporting documents that accompanied the payment.

#### **What NOT to do**

1. Hold onto the sponsor payment for greater than 24 hours.
2. Record the sponsor payment via Cash Sale.
3. Send the sponsor payment via campus mail.
4. Deposit the sponsor payment into an individual department account without notifying OSP or YSM Financial Operations Office.

#### **Additional Resources**

- For any questions on sponsored project payments, please contact OSP Cash Management at 203-785-4689.
- [Policy 2801 Depositing and Recording University Funds](#)
- [Procedure 2801 PR.01 Recording and Depositing Cash Receipts](#)