

Guide 2801 GD.01
Deposits of Sponsored Project Payments
Revision Date: 3/1/2016

Overview

This Guide is intended to provide additional information regarding the deposits of sponsored project payments.

Policy 2801 *Depositing and Recording University Funds* 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

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

1. Hand-deliver the payment to the Office of Sponsored Projects (OSP).
<http://grants.yale.edu/financial-mgmt/cash-management>
2. For School of Medicine departments, hand-deliver the payment to YSM Financial Operations Office if it is closer to you.***
<http://medicine.yale.edu/finance/finops/busops/cashier.aspx>
3. For Central Campus departments, you may hand-deliver the payment to Treasury Services if it is closer to you. ***
<http://finance.yale.edu/gift-administration-treasury-services>

*** In the event that option #2 or #3 above is chosen, please send the following email:

Notify OSP at OSP@yale.edu with Subject line titled "Sponsor Payment". Within this email, please include:

- ◆ 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.
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What NOT to do

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

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