

Check Deposits for Contracts and Grants

(As revised August 1, 2003)

The on-line Department Deposit System (DDF) was implemented so that cash and checks received are recorded into the University financial system in a timely manner and in compliance with UC Business and Finance Bulletin BUS-49, Cashiering Responsibilities and Guidelines (www.ucop.edu/ucophome/policies/bfb/bus49.html). For checks involving **contract and grant funds**, cash proceeds must be credited to the appropriate sponsored project expeditiously. Thus, campus depositors are reminded of the following additional requirements for sponsored project cash receipts:

1. Depending upon the funding source, each check deposit must be credited to one of the Cash Received Undistributed (CRU) accounts as follows:

<u>Funding Source</u>	<u>Account</u>	<u>Fund</u>
Private Agencies	116019	59995
Federal Agencies	116013	28997
California State and Local Government	116026	20998

2. The Full Accounting Unit (FAU) must be reflected in the deposit entry as shown below:

Location	4 (UCLA) or M (UCOP), as applicable.
Account	as applicable per item 1 above.
Fund	as applicable per item 1 above.
Project	fund number (the sponsored project fund to which the money belongs, if known at the time of deposit).
Source	date of the check (mmddyy format).
Description	sponsor name (abbreviated or truncated to a maximum of 20 characters).
Reference	check number.

3. Copies of deposit documents (the check, the DDF deposit entry, and all accompanying correspondence) must be sent to Extramural Fund Management (EFM) immediately after the deposit is recorded. Documents can be sent via mail to: EFM-Cash Management, Wilshire Ctr. Suite 500, MC 143348 or via fax at 42852.

Compliance with the above steps will ensure that the appropriate sponsored fund is credited with the deposit in an expeditious manner. Questions regarding this information may be addressed to Cora Cacho at x42836 or ccacho@resadmin.ucla.edu.