

Cash Receipts Guidelines

Background

The Sponsored Program Operations (SPO) Grants Management staff prepares and submits invoices and financial reports for sponsored accounts. Payments are remitted to The Research Foundation for SUNY in the form of cash, checks, money orders, bank transfers, or wire transfers and credited in the RF business system to the correct award.

Procedures

Submitting Check Deposits

There are a number of circumstances in which checks will be received directly by a principal investigator or other department manager. Examples would include clinical fees or course fees for deposit into a RF multiple sponsors account. In those cases, the checks should be logged and tallied on the RF Check Deposit Form, and delivered to the Sponsored Programs Office located at B-17 Bishop Hall

Tracking Receipts

The **RF Reports Center PI Dashboard** will assist you with tracking the receipts that have been applied to your award. Simply click the “Tracking Cash” tab in the PI Dashboard to view the various cash related reports. The Grants Management staff can also assist you in tracking payments deposited into your account. Call extension 5724 so speak with a GM associate.

Credit Card Payments

The Research Foundation is not able to accept credit card payments directly into a Research Foundation account. Checks, money orders, or ACH are the preferred method of payment; however, if you should need to discuss other payment options, please call Susan Maerz at extension 5724.