DEPOSIT OF FUNDS FOR EXTRAMURAL CONTRACTS AND GRANTS

Whenever possible, checks and wire transfer should be sent directly to UCLA for OP contracts and grants. When funds are sent directly to OP, the check or wire transfer will be deposited at OP in a Financial Control (holding) Account (E-119540-90040). This location is not accessible by UCLA Extramural Funds Management (EFM). Therefore, UCLA Corporate Accounting will move the funds to a Cash Received Undistributed (CRU) account at UCLA. From there, the UCLA Remittance Center can access the funds and credit the appropriate fund number specifically assigned to the award. Section I below provides instructions for the deposit of checks. Section II provides instructions for electronic wire transfers. Section III addresses Refund checks.

**I. CHECK DEPOSIT INSTRUCTIONS**

**A. Deposit of funds by UCLA.**
Whenever possible, request that checks in support of extramural contracts and grants be mailed to UCLA\*:

UCLA Remittance Center

Box 951432, 1125 Murphy Hall

405 Hilgard Ave., LA, CA 90095-9000

Attn: Jovan Iglesias

Phone: 310-794-2836

Ask sponsor to make reference to the “Office of the President,” the award number, and fund number (if available) on the check stub.

\* You may need to explain that the funds need to be processed by the Los Angeles campus because UCLA manages extramural award accounts for the UC Office of the President.

**B. Deposit of funds by OP.**

Should a Sponsor send a check directly to Office of the President, follow these instructions:

1. Deposit check at OP to Account No. E-119540-90040 on the same day received. Take check the Business Resource Center (BRC), Lincheng Li (9314D Franklin Bldg.), along with two Deposit forms, one for her records and one for her to sign to keep for our records (and copy for the Award file). (The Deposit form is an excel spreadsheet.)
2. On the memo section of the Deposit form, you should note that you will request that UCLA move the funds to the appropriate CRU (Cash Received Undistributed) for the type of sponsor:

CRU account 4-116013-28997 for **federal** sponsors

CRU account 4-116026-20998 for **State or local government** sponsors

CRU account 4-116019-59995 for **private** sponsor

1. Keep a log of all checks received and deposited. Include Sponsor Name, check number, amount, check date, disposition of check (e.g. hand delivered to Lincheng Li for deposit), and date deposited. You should have the person taking the check sign your log, or other documentation for your file.
2. Send an email notification (a sampleis attached to these instructions) with the following information to persons listed below:
	* Scanned copy of the check.
	* Sponsor Name (for Refunds see Section III below)
	* State whether funds are for a new or existing contract/grant
	* State contract/grant number
	* If the fund number is known, provide fund number
	* Provide account/fund number where check will be deposited at OP, i.e., should always be **E-119540/90040**

In order to facilitate proper placement of funds, also provide information in the following format:

* + Source: mo/day/year (Insert ck date)
	+ Project:  XXXXX (Insert EFM assigned fund number, if available. Otherwise insert award number.)
	Description: Insert Sponsor Name
	+ Ref.: Insert Check Number
	+ Amt: $

**Request that funds be moved by UCLA Corporate Accounting from the financial control account listed above into CRU account 4-1160XX-XXXXX (*insert appropriate CRU Account Number, in accordance Step 2 above*).**

Send Notice to:

-UCLA EFM Remittance Center – Jovan Iglesias (Jiglesias@research.ucla.edu)

-UCLA Corporate Accounting – Eric Newlove (enewlove@finance.ucla.edu)

-UCLA EFM –Jevon Echave (jechave@research.ucla.edu)

-UCLA EFM – Robert Scott (rscott@research.ucla.edu), Lourdes Montes (lmontes@research.ucla.edu )

-OP Financial Management Endowments and investment accounting group – Johnny Wu (Johnny.wu@ucop.edu) and Mary Wong (Mary.wong@ucop.edu)

-OP (Research Plcy Analysis & Coordination) RPAC - Lourdes DeMattos -(Lourdes.DeMattos@ucop.edu)

If RPAC makes the deposit, RPAC will cc the departmental business officer or MSO and the Principal Investigator. A sample notice is attached.

**III. WIRE TRANSFERS**

**A. Wire Transfers sent to UCLA.**

For wire transfers, whenever possible, request that transfers in support of extramural contracts and grants be sent to UCLA, and follow steps 1 and 2 below.

1. Provide the Electronic Funds Transfer Information stated below to the sponsor:

Pay to the Order of:  The Regents of the University of California

Financial Institution Information:

Bank of America NT&SA

Automated Payment Center #1282

P.O. Box 37025

San Francisco, CA 94137

Nine Digit Routing Transit No.:  121000358

Depositor Account Title:  The Regents of the University of California, Los Angeles\*

Depositor Account Number 14996-50103

Attn: Jovan Iglesias

Phone: 310-794-2836

Ask sponsor to make reference to the “Office of the President,” the award number, and fund number (if available) in the notes section.

\*You may need to explain that the funds need to be processed by the Los Angeles campus because UCLA manages extramural award accounts for the UC Office of the President.

1. Notify the UCLA Remittance Center, UCLA EFM, and OP RPAC that the funds are coming (see contact information above in Step 4, Section I.B), and provide the sponsor name, the award number (if available), and the EFM uniquely assigned fund number (if available). State if this is a new award, which RPAC has not processed.

**B. Wire Transfers Sent to OP**

Should a Sponsor send a wire transfer directly to Office of the President, follow these instructions:

1. Request that Doris Wildeman (doris.wildeman@ucop.edu) in General Accounting transfer the funds to Account No. E-119540-90040. Provide location where funds are sitting.
2. Send a request to Eric Newlove (enewlove@finance.ucla.edu) for the transfer of funds to the appropriate CRU correlating to the type of prime sponsor as described above in step 2 of Section I.B.
3. Notify the UCLA Remittance Center, UCLA EFM, and OP RPAC (see contact information above in Step 4, Section I.B) that the funds have been deposited via a wire transfer, and provide the sponsor name, the award number (if available), and the EFM uniquely assigned fund number (if available). State if this is a new award, which RPAC has not processed.

**III. REFUND CHECKS**

Refund checks from subawardees under an extramural award are to be handled as described above, except that you should state in your email notice that this is a REFUND CHECK from a subcontractor, under prime grant/contract number XXX, fund number XXXXX. The CRU account to be listed should correlate to the type of prime sponsor as described above in step 2 of Section I.B.

SAMPLE EMAIL NOTICE

**From:** Lourdes Demattos
**Sent:** Thursday, October 05, 2009 1:56 PM
**To:** Jiglesias@research.ucla.edu
**Cc:** enewlove@finance.ucla.edu;jechave@research.ucla.edu; rscott@research.ucla.edu; lmontes@research.ucla.edu; Johnny.wu@ucop.edu; mary.wong@ucop.edu; Lourdes.DeMattos@ucop.edu; (*insert PI email address*); (*insert dept mso or business officer’s email address*)
**Subject:** (Insert Sponsor Name) Check deposited

Jovan,

Today we will deposit at OP the attached check from (*insert Sponsor Name, or state if this is a Refund Check from a subcontractor under a prime sponsor*).  This is for [an existing grant/contract] *or* [a new grant/contract], number \_\_\_\_ [insert award number].  The assigned fund number is M-XXXXX [insert fund number if available].

The funds will be deposited in the following acct/fund:

E-119540/90040

Source: mo/day/year (Insert ck date)

Project:  XXXXX (Insert EFM assigned fund number, if available. Otherwise insert award number.)

Description: Insert Sponsor Name

Ref.: Insert Check Number

Amt: $

**\*\*By copy of this email, we ask that UCLA Corporate Accounting move the funds from the financial control account listed above into CRU account 4-1160XX-XXXXX (*insert appropriate CRU Account Number, in accordance with RPAC issued Deposit Instructions*).**