



New York Medical College Policy and Procedure Manual

Section: CASH MANAGEMENT	No.: CO.302
	Date: May 23, 200820,1993
Subject: SPONSORED PROJECT OFF-SITE BANK ACCOUNTS	Page 1 of 4
	Supersedes:

I. Purpose

To establish guidelines for establishing, reporting and monitoring sponsored project off-site bank accounts.

II. Scope

This policy applies to all College Principal Investigators and members of the Restricted Funds Department.

III. Definition

- A. Sponsored Projects - Research or other projects funded by external sources with a defined protocol and budget.
- B. Patient Participation Costs - A budgeted expenditure line item on a sponsored project supporting payments to individuals for their participation in the project.
- C. Principal Investigator - The primary university faculty member who proposed and received a grant or contract to conduct research or other sponsored activity.

IV. Policy

It is the policy of New York Medical College to permit the limited use of checking accounts for off-site sponsored projects with patient participation costs.

V. Procedures

- A. Bank Account Establishment

Issued By:	Approved By:
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1. Principal Investigators will request approval, in writing, from the Restricted Funds Department for the establishment of a checking account(s) for the reimbursement of patient participation costs. The principal Investigators should state the reasons for the checking account (i.e. explanation of need).
 2. After reviewing the request, the Restricted Funds Department will:
 - A. Obtain the approval of the Associate Vice-President and Controller.
 - B. Notify the Principal Investigator in writing of the disposition of their request. If denied, the Restricted Funds Department will state the reasons upon which the decision was based.
 3. Upon notification of approval, the Principal Investigator or their designee(s) will:
 - a. Establish a Checking Account(s) at a bank, using the:
 - 1). Project name
 - 2). College's grant account number (College name need not be in the account title).
 - b. Inform the Restricted Funds Department of the following:
 - 1). Bank name
 - 2). Branch address where the account is maintained
 - 3). Signatories on the account(s) (must be a College employee)
 - 4). Bank account number
 - 5). Title for each account established
- B. Monitoring and Reporting of Bank Accounts**

1. The Principal Investigator or their designee(s) will provide to the Restricted Funds Department, on a calendar quarterly basis:
 - a. A bank reconciliation of the account for the last month in the calendar quarter for each account maintained.
 - b. A copy of each month's bank statement within the quarter is to be submitted with the reconciliation.

C. Bank Account Funding and Replenishment

1. Upon approval by the Restricted Funds Department and submission of a College Check Request (AP-1 form) by the Principal Investigator, an initial disbursement will be made from the grant account (not more than \$5,000) to allow the Principal Investigator to establish the bank account.
2. The replenishment of the bank account will be on an imprest basis. When requesting additional funds, the account signatory shall to provide a patient disbursement schedule to the Principal Investigator equal to amount disbursed from the account. The Principal Investigator will then prepare a College Check Request equal to the amount of funds disbursed and submit all documentation to the Restricted Funds Department.

D. This policy is subject to all of the requirements of Policy CO.301 - Bank Accounts.

E. Statement of Enforcement

1. Non-compliance with this policy may result in the elimination of sponsored project off-site bank account privileges.

VI. Responsibility

A. Principal Investigator/Designee(s)

1. Complete required documentation and conform to guidelines established in this policy.
- B.** Cash Management Department
1. Provide advice and guidance with respect to the interpretation and administration of this policy.