

Cash Control Procedures and Departmental Certifications

Draw Number:

Date:

This certification must accompany every cash draw request. In addition, for sponsored awards, a PDF of the account status showing the period of performance and balance of the approved KFS account must be attached.

CASH CONTROL PROCEDURES

- 1) Designated BSOS dean's office employees will pick up each cash draw from the Bursar's office and sign a verification of receipt.
- 2) BSOS dean's office employees will serve as fund custodians—safeguarding funds in a dual-access safe—until the money is picked up by the departmental fund custodian designated on the MOU.
- 3) PI, Fund custodian or designee will pick up each cash draw from the dean's office and sign a verification of receipt. Two employees are required if the total amount is equal to or greater than \$1,000.
- 4) Funds must be kept in a departmental safe or restricted-access lock box when not in use.
- 5) PI and/or fund custodian will maintain logs of the money paid to research participants. The log and certification of remaining cash will be presented to the BSOS Dean's Office no less frequently than every sixty (60) days for reconciliation and verification.

CERTIFICATIONS

By signing below, I acknowledge that I am responsible for safeguarding cash for research participant support in accordance with the cash control and/or mailed cash procedures above. In addition, I acknowledge that individual receipts will be kept on file in the department in accordance with the University of Maryland Record Retention Policy for Financial Records (http://www.dbs.umd.edu/records_forms/schedule/, item 85).

PI/Fund Custodian

Date

Study Control information

Principal Investigator:

Fund Custodian:

Study Name:

IRB Protocol Number:

Departmental KFS Account: