

This session will *not* be recorded, but this PowerPoint can found

<https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training>

Special Post-Award Issues

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

Petty Cash Funds, Research Human Subject Payments, & Gift Cards

Petty Cash Funds

- Petty Cash: Policies and Forms
- Purpose: Departments may establish a petty cash fund when they can demonstrate that a continuing cash advance should be kept on hand to permit the purchase of low-value supplies and services that cannot be purchased under the LVO procedures.

Petty Cash Funds Considerations

- All reimbursements are to be evidenced by a properly executed receipt. The amount paid, a description of the goods purchased, and a signature indicating receipt of material or service must appear on the receipt.
- The fund custodian may not make any disbursements without first being presented with a receipt.
- The total receipts plus the cash on hand MUST equal the specified amount of the petty cash fund at all times.
- Each petty cash fund is tied to a particular FAU.
- Each fund must be used strictly in accordance with the purpose for which it was authorized.
- Transfer of the fund by the official custodian to a successor is prohibited.
- In the event of theft, the division should notify Campus Police immediately, and also notify the department.

Petty Cash – Physical Security UCLA BUS-49

- Cash must be locked in a secure receptacle or safe at all times except when signed out for working cash.
- Each campus shall use lockable receptacles/safes to store cash based on the following cash limits:
 - Up to \$1,000 – lockable receptacle
 - From \$1,001 to \$2,500 – in a safe
 - From \$2,501 to \$25,000 – in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.
- If more than \$2,500 in cash is regularly on hand, a manual robbery alarm system must be installed for use during business hours to alert campus police (or the local police for off site locations) if an irregularity occurs.
- A safe's combination **MUST** be changed whenever a person who knows the combination leaves the employ of the unit. In addition, the combination **MUST** be changed at least once a year. Documentation **MUST** be maintained showing the date and the reason for the combination changes.
- Transporting deposits between cashiering sites or to the bank will be accomplished in a secure manner in order to protect the financial assets and individuals involved in transport.
- **An unannounced cash count shall be performed at least quarterly, by someone other than the fund custodian.**

Human Subject Payments – Check Requests

- **Best Practice:** Use Check Requests wherever possible to limit liability.
- Check requests are made for participation in a research study.
- Amount requested should match amount listed in the Human Consent Form.
- Employees from PI's own lab should not be Human Subjects on PI's study.
 - Divisions may also implement policy that division employees cannot participate in divisional research studies.
- Object Code 3355 should be used for all payments.
- Order should be as descriptive as possible. Should include date of visit, name of study, IRB approval #, if the order is for more than one visit then include breakdown by visit.

Gift Cards

- IRB Research Payment Request (GIFT CARDS)
- Gift Card Vendors are now limited to the following:
 - Preferred Gift Cards (returnable for refund):
 - Target
 - Amazon
 - Non-Preferred Gift Cards (non-returnable)
 - Examples: Tremendous , Starbucks, Ralphs, Food 4 Less, Visa, Shell, Mobil,& Chevron
 - Turnaround time is up to 4 weeks
 - May include additional fees:
 - Shipping up to \$14.95 per order
 - Processing fee up to 3.95% per order

Open Commitment

Open Commitment Subsidiary Ledger

- Access: Either the [Online Financial System](#) or SOM QDB
- Why: It is important to review old encumbrances to determine if they are still valid or not.
 - Encumbrances are deducted from the fund's balance whether they are valid or not.
- If they are valid: Follow up with BruinBuy preparer, Accounts Payable, and/or Vendor as necessary to ensure invoice is paid.
- If it is not valid: X out the order in BruinBuy. If you are unable to X out order, follow up with Accounts Payable or Purchasing to have encumbrance released.
 - See instructions on [Releasing Encumbrances & Memo Liens](#)

X Out Order in BruinBuy

- [BruinBuy](#)
- From the main menu, select Actions-All Orders.
- Enter the Order Number, and hit Go
- Select the LVO, and hit the X Cancel button.
- Add Comment, and hit the Post button.
- If successful, you will receive a pop up window with confirmation.

Purchasing Related Issues

Subaward Monitoring

- Invoices received by the subawardee for payment **MUST** be approved by the PI prior to processing via Accounts Payable.
 - PI signs the actual invoice as indication of approval.
 - PI sign [UCLA Subaward Invoice Certification Form](#)
 - Signed form is kept with Departmental records only
- PI is responsible for assuring work has been completed by the subawardee **PRIOR** to approving invoices.
- **FINAL** invoice should always have “FINAL” on them in order for EFM to close fund.
- In order to make any changes to the subaward, a [UCLA OCGA Subaward Checklist](#) must be completed and signed by PI.

Contractors/Consultants

- Purchasing Website
- Contractors: generally, an **independent** contractor performs tasks to execute the work
- Consultants: generally, an independent consultant provides management advice or recommendations, typically in the form of a report, whether written or verbal.
- Use Object Code 3455 in both instances
- **UC Employees CANNOT be Contractors/Consultants!**

Contractors/Consultants (cont.)

- Complete the Independent Contract Pre-Hire Worksheet
- Complete the Independent Contractor/Consultant Form
- Determine if there is a conflict of interest.
- Proof of Liability Insurance coverage
 - UCLA Vendor/Contractor Insurance Program (Not sure if this is still available)
 - \$500 charge will provide 12 month liability coverage for approved vendors.
- Purchasing's practice is that requisitions of \$100,000 or more require validation in the General Ledger that funds are available BEFORE a purchase order can be issued

After-the-Fact Justifications

- [After-the-Fact Justification Form](#)
- Required if work takes place BEFORE authorized to determine if payment can be made.
- In the Department of Medicine, ALL After-the-Fact Justifications have to be approved by both Yanina Venegas and the DGSOM Dean's Office.

Sole Source Justifications

- [Sole Source Justification Form](#)
- OMB A-110: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.
- State Requirements: Competition must be sought for any transaction expected to involve an expenditure of \$50,000 or more for goods or services.
- Federal Requirements: \$100,000 or more.
- Please keep in mind that anytime you are required to complete a Sole Source Justification, it will add processing time to the purchase requisition.

Foreign Payees

- Example: PI wants to pay an honorarium to a foreign payee for speaking at grand rounds.
- Glacier: Online Nonresident Alien Tax Compliance System
- Considerations:
 - Forms need to be completed PRIOR to visitor arriving in US. Both the visitor AND the Department need to complete their portion of the forms via Glacier.
 - Is the visitor entering the US on a visa that allows them to receive an honorarium payment?
 - Does the visitor have a US Tax ID Number (TIN) or SS #? If not, an appointment with the UCLA Tax Office will need to be set up during the visitor's stay in Los Angeles.
 - Will the honorarium payment be taxed? If so, you need to let the UCLA faculty member who invited the visitor know in case s/he wants to increase the honorarium to make up for the tax.
 - Are you paying for travel expense as well as an honorarium?

Fiscal Closing

Fiscal Closing

- Ledger clean-up
 - Zero out subs to close funds
 - Submit Closing Packets to EFM to close contract & grants
- NPEARs
 - Unrestricted funds are limited to current fiscal year
 - Contract & Grant funds are limited to current fiscal year, plus 2 previous fiscal years
- UCPath Direct Retros (DRs)
- State funds
 - Carryforward requests
- Indirect Cost Return balance should be < 10% of annual appropriation

Links from Today's Class

- Payment Solutions & Compliance
 - <https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance>
 - Cash Handling Policy BUS-49
 - Human Subject Payments
 - Research Participant Payment
 - Petty Cash Funds
 - Gift Cards
- Purchasing Forms
 - <https://www.purchasing.ucla.edu/purchasing/Purchasing-forms>
- Contractor vs. Consultant FM Manual Chapter
 - <https://medschool.ucla.edu/workfiles/Site-ORA/postawardmanual/Contractors-Consultants.pdf>
- Fiscal Close
 - <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

Survey Link

<http://goo.gl/forms/C3gdjsL5y1>

We appreciate if you would take a few moments to complete a short 5 question anonymous survey to help us improve your training experience. Thank you!