**Cash Transfer Request Form Instructions**

**Summary:** Cash sometimes needs to be corrected on a check transmittal for reasons including the following: the wrong cost object was used on a cash/check transmittal, a check included an IRB fee for a grant that should have been posted to the IRB cost center rather than the grant, a check was posted in error to a cost center instead of the project account, or the department indicated the wrong project to which the payment should be posted on the check transmittal. The Cash/Check Transmittal Correction Form will ensure that the appropriate accounting information and supporting documentation is given to the University Financial Services prior to the correction of cash. In this way, the cash correction is well documented in case of inquiry or audit.

**Provide the following information on the Cash/Check Transmittal Correction Form:**

1. Date of Request = Today’s date

2. Contact Information – complete the following information pertaining to the individual who can be contacted for information regarding the correction:

1. Name
2. Department number
3. Telephone number
4. Email address
5. Campus address

3. Amount of Correction = Cash to be corrected

4. G/L and cost object where cash was originally posted.

5. G/L and cost object where cash should be posted.

6. Reason for the Correction – click on the box that best describes the type of correction.

A. Please include the transmittal date and transmittal number.

B. If the type of correction is not listed as a checkbox, click on the Other box and give a brief description.

7. Provide an explanation of the reason for the cash correction. If the correction is the result of an error on a check transmittal involving a WBS element, provide information on how the error occurred and the steps in place to prevent future errors.

8. Leave the UNIVERSITY FINANCIAL SERVICES USE ONLY area blank. If at least one of the cost objects is a cost center, Accounting and Financial Reporting Services must approve the transfer prior to posting. The remainder of the section will be completed by the office processing the cash correction.

**Submit Cash/Check Transmittal Correction Form in electronic format to the following email address:** SPA.AR@email.uky.edu. On the email, copy the OSPA Research Assistant(s) responsible for the cost object(s) listed on the cash transfers so that any necessary budget changes can be made. If one of the cost objects on the Cash Transfer Request Form is a cost center, copy Lora Dials in Accounting and Financial Reporting Services on the email as well.

**Be sure to provide email attachments with the electronic Cash Transfer Request Form for the documentation that supports the Cash Transfer.** Examples of acceptable documentation include copies of emails, contract information, and check transmittals.

1. If the cash transfer involves two different departments, include documentation showing that both areas have acknowledged the cash transfer.
2. If the cash transfer is the result of an error on a check transmittal, a copy of the check transmittal and related documentation is required to support the transfer.