



# GCAAlert!

Yale University

Grant and Contract Administration

Grant and Contract Financial Administration

Volume 2, Issue 1

Week of March 2 – 6, 2009

## Alerts:

- **SciQuest/EMS – Computer Expenditure Types**
- **Guide 2801 GD.01 – Deposits of Sponsored Project Payments**
- **Fiscal Contact & Payment Address Reminder**

“A new expenditure type (i.e. 820615) was added for the use of purchasing computers costing less than \$5,000.”

“Cash items belonging to the University should be deposited promptly in an authorized University account.”

“Use Nancy Kendrick as the Fiscal Contact for applicable grant and contract awards set up within the Grant & Contract Offices.”

Grant & Contract Administration

47 College Street, Ste 203  
203-785-4689

155 Whitney Avenue,  
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Grant & Contract Financial Administration

155 Whitney Avenue,  
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## SciQuest/EMS – Computer Expenditure Type

As indicated in the ORA January 2009 **Important Update: Purchase of Laptop and Other Computers Costing Less Than \$5,000 on Federally Funded Sponsored Projects**, a new expenditure type (i.e. 820615) was added for the use of purchasing computers costing less than

\$5,000.

Please view the Important Update for specific information.

As the new guidance went out to campus, many of you found and alerted ORA that EMS and SciQuest had not been updated to include the new expenditure type. As of this week,

Procurement has added 820615 into the Expense Management System (EMS). GCFA is continuing to actively work with both the Procurement and Controller's Office to import 820615 into the SciQuest application. We will issue another alert once this work has been completed.

## Guide 2801 GD.01 – Deposits of Sponsored Project Payments

The **Deposits of Sponsored Project Payments** Guide, which became effective 1/19/09, is now available on the Policies & Procedures site (<http://www.yale.edu/ppd> [ev](#)).

This guide provides additional information on the deposits of sponsored project payments.

Policy 2801, **Depositing and Recording University Funds**, addresses the receipt of

University cash in the form of currency, checks, money orders and traveler's checks. Cash items belonging to the University should be deposited promptly in an authorized University bank account.

## Reminder: Fiscal Contact & Payment

When preparing proposals, departments are asked to provide the University fiscal contact or post award administrator contact. For grant and contract awards set up within the Grant & Contract offices, which excludes clinical trials and “W” awards set up by the Yale School of Medicine's Financial Operations group, please enter Nancy Kendrick, Manager of

Financial Reporting in GCFA as the fiscal contact.

Nancy's contact address and phone number are the same as GCFA's:

Yale University  
Grant and Contract  
Financial Administration  
P.O. Box 208239  
New Haven, CT  
06520-8239  
Tel: (203) 432-3060

If departments are asked to provide a payment address, please use the following lock box address:

Yale University  
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Financial Administration  
P.O. Box 1873  
New Haven, CT  
06508-1873