


COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 301-03</b>
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Deposits – Sponsored Projects</b>	Effective date: 01/01/2000
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**PURPOSE**

To deposit federal, state, and local government grant and contract funds properly

**SOURCE**

University policy

**CMP 301-03: Deposits – Grant and Contract Funds**

All federal, state, and local government grant and contract funds are to be deposited only into a sponsored project account and not to any NAU departmental accounts. **This includes all federal pass through funds, tribal funds, Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), and all other government checks. These funds should be administered by the [Office of Sponsored Projects](#).**

**DO NOT take these checks directly to a teller in the Student and Departmental Account Services.**

The only exception is federal, state, and local government financial aid funds that are to be deposited directly to a financial aid account administered by the [Office of Student Financial Aid](#).

For **private grants and contract funds** meeting the criteria specified in [CMP 211](#), the [Office of Sponsored Projects](#) department is to be contacted for the decision about where to deposit the funds. If such funds are appropriately deposited to the NAU Foundation, these funds must then be transferred to an NAU sponsored project account for spending. Under no conditions can sponsored project funds be administered by the NAU Foundation.