



Office of Sponsored Projects & Industry Partnerships

Gift Check Processing

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS 971-SP Berkeley, CA 94720-8047 USA

August 4, 2011

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- All incoming OSPIP mail is checked for gift checks.
 - Any checks received are logged, and "For Deposit Only" is written on the back of the check. No copy is made. *(Per UC and DOE policy, checks should never be scanned and/or the check image should never be transmitted electronically.)*
 - The Gift Coordinator emails the Controller's Office with the details of the gift check and requests a return reply with the date of deposit for UCOP records. The Gift Coordinator then gives the check to the OSPIP Admin for hand delivery.
 - The OSPIP Admin verifies the accuracy of the log entry and hand-delivers the check to the Controller's Office. The OSPIP Admin then dates and initials the log that the delivery was made and notes the recipient of the check on the log.
 - The OSPIP Admin then emails the Gift Coordinator with the date of delivery and the name of the recipient.

Subject: Gift check for deposit - accounts TBD (VELUX America Inc.)

From: Jane Hartnett <jehartnett@lbl.gov>

Date: 7/28/2011 9:55 AM

To: Linda L Brown <LLBrown@lbl.gov>

CC: Cynthia A Andrada <CAAndrada@lbl.gov>, Teresa Grossman <tlgrossman@lbl.gov>

Hi Linda,

We have received a gift check for \$4,000.00 from VELUX America Inc. My colleague, Teresa Grossman, will deliver the check to you today. The accounts will be identified once the gift is accepted by the Lab Director/UCOP.

Please note that UCOP is now requiring that we provide the date the check is deposited by LBNL - no bank ledger nor back up documentation is required, I simply need to include the 'date deposited' on the Gift Acceptance Form (UDEV-100). At your earliest convenience, please send me an email with the date of deposit.

If you have any questions, please feel free contact me.

Thank you for your assistance,
Jane

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Jane Hartnett
Contracts Officer
Office of Sponsored Projects & Industry Partnerships
Lawrence Berkeley National Laboratory
1 Cyclotron Road, MS 971-SP
Berkeley, CA 94720-8047 USA
Phone: (510) 486-5845
Fax: (510) 486-4386
E-mail: jehartnett@lbl.gov
<http://www.lbl.gov/>

** please note that my mailstop has changed from 46R0125 to 971-SP **

— Attachments: —

Gift Check Deposit Memo_July 2011.pdf

21.6 KB

SAMPLE



Lawrence Berkeley National Laboratory
Office of Sponsored Projects & Industry Partnerships

One Cyclotron Road, MS 971-SP
Berkeley, CA 94720-8047 USA

(510) 486.5845 (voice) / (510) 486.4386 (fax) / jehartnett@lbl.gov (email)

MEMORANDUM

DATE: July 28, 2011

TO: Linda Brown (971-0150B)

CC: Cynthia Andrada, General Accounting

FROM: Jane Hartnett
Office of Sponsored Projects & Industry Partnerships

SUBJECT: Original Gift Check from VELUX America Inc.

Please deposit the enclosed check. The accounts will be identified once the gift is accepted by the Director/UCOP.

Amount: \$4,000.00
Check date: 07/21/2011
Check number: 71361
From: VELUX America Inc.
Date received by Lab: 07/25/2011
Date received by OSPIP: 07/27/2011

Please note that **UCOP is now requesting that we provide the date the check is deposited** by LBNL – no bank ledger or back up documentation is required, I simply need to include the ‘date deposited’ on the Gift Acceptance Form (UDEV-100). At your earliest convenience, please send me an email at jehartnett@lbl.gov with the date of deposit.

Please feel free to contact me at jehartnett@lbl.gov or x5845 if you have any questions or concerns.

Thank you!
Jane

SAMPLE