

**Financial Policy & Procedure Instructions Manual
FPI C-4 Contracts and Grant Revenues**

Sponsored Programs Accounting will bill sponsors and deposit receipts from sponsors to the proper accounts. Occasionally, sponsors may send checks directly to a department or to a principal investigator. In such cases, the check must be delivered (during the same day received) to the University Cashier's Office for deposit. Included with the check should be the envelope and all documents accompanying the check. The Cashier's Office will forward a copy to Sponsored Programs. It is the responsibility of the Cashier's Office and Sponsored Programs Accounting to record the appropriate entry.

For more information, contact Sponsored Programs or refer to the Principal Investigator's Manual - <http://www.research.colostate.edu/policy/>.