**Pending & Clearing Process Guide**

**Payments placed in the SPS Pending & Clearing account should be cleared within 60 days**

**Funding Administrator, Cash Specialist/Senior Manager**

* When a check or ACH comes in that doesn’t match an invoiced amount the Funding Administrator, Cash Specialist will notify the Post Award areas to see if anyone can claim the payment.
* Post Award should provide a response within 24 hours.
* If the payment can be claimed the Funding Administrator, Post Award should provide the invoice, payer, WBSE to the Funding Administrator, Cash Specialist.
* If the payment cannot be claimed then the Funding Administrator, Cash Specialist will contact the vendor to obtain more information related to the payment (i.e. Purdue invoice copy, Purdue contact name) and forward the check to the appropriate department at Purdue.
* If additional information cannot be obtained in less than 5 business days then the Funding Administrator, Cash Specialist will request approval to deposit the check into the Pending & Clearing account. A copy of the posted JV and check will be sent by the Senior Manager, Cash and saved on the S drive.
* The Funding Administrator, Cash Specialist will continue to contact the vendor for additional information until the funds can be transferred out of the Pending & Clearing account. Once information has been obtained the Funding Administrator, Cash Specialist will prepare the JV to transfer the funds to the appropriate GL, Fund, and Cost Center. The Senior Manager, Cash will review and post the JV.

 **Funding Administrator Manager/Specialist, Post Award**

* Research and provide to the Funding Administrator, Cash Specialist the posting information for the check in 24 hours or notify that the check doesn’t belong in the area.
* If the payment belongs in SPS but the grant hasn’t been established yet the Funding Administrator, Post Award will provide the proposal number or other identifying information and request the Funding Administrator, Cash Specialist to place the check in Pending & Clearing.
* Funding Administrator, Post Award will set up a grant either on NTP or Award in Process and have it reviewed by the Senior Manager, Post Award. Grants under $10,000 with a proposal and full payment has been received will be awarded from the check received. No agreement is required.
* Once grant has been established, notify the Funding Administrator, Cash Specialist of the account so the payment can be transferred to the grant.
* Award in Process grants will be opened only to post the payment then status changed back to Award in Process.
* The payment needs to be transferred from Pending & Clearing within 60 days from the original deposit date. Send a request to the Post Award Director for approval to keep items in Pending & Clearing longer than 60 days.
* The Post Award Director will go over the Pending & Clearing log with each Senior Manager, Post Award during a monthly Account Management Report meeting.