



## Refund to Sponsors

### About Sponsor Refunds

For each operating location, the RF has set up a separate GL withholding award entitled "Refunds to Sponsors". The only allowable category for expenditure will be "Refund to Sponsors."

### Reserved Sponsor Refund Award Numbers

An award with an award purpose of "Refund to Sponsors" will be established for each campus location. The following table lists the assigned "Refund to Sponsors" award number for each campus:

Oracle Location	Campus Name	Refund to Sponsor Award
010	University at Albany	000220
020	Binghamton University	000221
030	University at Buffalo	000222
034	University of Buffalo Foundation	000223
050	Stony Brook University	000224
100	SUNY Downstate Medical Center	000225
110	Upstate Medical University	000226
150	SUNY Brockport	000227
160	Buffalo State College	000228
170	SUNY Cortland	000229
180	SUNY Fredonia	000230
190	SUNY Geneseo	000231
200	Old Westbury	000232
210	SUNY New Paltz	000233
220	College at Oneonta	000234
230	SUNY Oswego	000235
240	SUNY Plattsburgh	000236

250	SUNY Potsdam	000237
260	Purchase College	000238
270	SUNYIT	000239
280	Empire State College	000240
350	Alfred State College	000247
360	SUNY Canton	000248
370	SUNY Cobleskill	000249
380	SUNY Delhi	000250
390	Farmingdale State College	000251
400	Morrisville State College	000252
550	SUNY ESF	000244
570	Maritime College	000245
580	College of Optometry	000246
650	RF Central Office	000253
655	Sys. Admin. – Provost	000254
660	University-Wide Programs	000255
680	Levin Institute	000514

## How to Process a Sponsor Refund

Due to the time it will take to process this type of transaction, this process should not be started on the last business day of the month. The following table outlines the process for refunding a sponsor:

Step	Action
1	Receive request for a sponsor refund with check request attached.
2	Increase the budget on the GL award "Refund to Sponsor" by the amount of the refund, and load an event for the same amount. This will generate an invoice due on this award to which to move the cash.
3	Remove cash from the invoice(s) on the sponsored program award (this will put the cash in unapplied).
4	Process a line adjustment against the invoice (this will reduce the amount of the invoice) on the sponsored program award to equal the cash that will remain on the award.
5	Reverse the cash receipt (or could be various receipts to equal the return amount) and reenter the receipt(s) as two separate items. Enter one to the sponsored program award (under that customer) and another receipt to the GL "Refund to Sponsor" award (under the customer) for the invoices created above.
6	The check request will be processed out of the GL "Refund to Sponsor" award through the Accounts Payable area to issue a check for the refund amount and

return it to the requestor of the check.

## Change History

- **May 6, 2005** - Updated name of OCGA (SUNY Office of Grants and Contract Administration) to System Administration - Provost.
- **October 8, 2004** - Updated campus names and added Levin. Removed locations 430, 440, and 510 from the list.
- **September 24, 2003** - Updated to change Morrisville's name from College of Agriculture and Technology at Morrisville to Morrisville State College.