

Replenishable Checking Account Replenishment Instructions

Prepare the monthly Custodian Fund Accounting form as follows:

1. Identify the original Custodian Request Form and Custodian Fund Number (NRXXXXXXX)
2. Leave Vendor Number and Voucher Number blank.
3. PI/Delegate completes Custodian Fund Accounting Form.
<https://businessservices.wisc.edu/documents/custodian-fund-accounting-form/>
4. Verify you have the correct Custodian Fund number for the fund you are accounting for.
5. Monthly, if no activity has occurred:
 - Remember to write “No Activity” across the body of the form
 - Skip to Step 8.
6. Monthly, if activity has occurred:
 - a. Check the box called Reimbursement Due

Completing the Custodian Fund Accounting form:

7. Fill in the line under grayed out line as a **positive amount*** for the total expenditures reported on log. **Use the Account, Fund, DeptID, Prog.(program), Project** which you want these expenditures to be charged to. Use original Custodian Fund ID.
 - *Replenishable Bank accounts can only be reimbursed for checks written to human subjects

Make sure correct SFS account code is being used.

Use account code 2637 for human subject expenditures

 - a. Fill in amount expensed that matches amount from month bank reconciliations
 - b. Make sure to use correct fund/project (still active with funds available)
8. Fill in the Custodian name and check payable information. Check payable will be to US Bank with last 5 digits of the bank account regardless if there is activity or no activity.
9. Leave the “Deliver To” box empty.
10. Complete the “Call for more information” box (department financial information person).
11. Leave “Check Amount” box blank.
12. Itemized Expenditures Section:
 - a. Fill in the complete Bank account Number with last 5 digits of bank account
 - b. Bank Account name per bank statement
 - c. Under program expense section, enter research expenses per participant or summarize payment total and attach a log detailing expenses per participant.
 - d. Confirm log totals agree with program expense section and these expenses agree with amounts listed on upper left-hand corner of form.
13. Form is signed by the Custodian (PI).

DEPARTMENT/UNIT

14. Verify information on Steps 1-13

15. Department approver signs Custodian fund accounting form.

16. File original documents in department.

17. Send copy(s) to the Dean's/Division Office for approval.

