Temporary Fund Close Instructions

1. Retrieve and make a copy of the original Custodian Request Form and Custodian Fund ID (NRxxxxxxxx)

2. PI/Delegate completes Custodian Fund Accounting Form.

3. Check the “Final Report” box.

4. Determine amount expended.
   a. If amount expended was the same as amount advanced:
      • Amount of expenditure on Custodian Fund Accounting Form should match amount of original advance
   b. If amount expended was more than the amount advanced:
      • Check will be made out to Custodian
   c. If amount expended was less than the amount advanced:
      • Remember to attach personal check for the amount not spent based on the amount shown on the bottom of this form.
   d. Attach a Log: https://businessservices.wisc.edu/documents/research-participant-log/

5. The first line of the Custodian Fund Accounting form is the same coding as the original Custodian Fund Request Form using the same Custodian Fund ID (NR number/NRxxxxxxxx). Fill in original request amount as a negative amount. Fill the Account (6167), Fund, DeptID, Prog (program), Project, Custodian Fund ID

6. Fill in the line under the grayed-out line as a positive amount for the total expenditures reported on the log. Use the Account*, DeptID, Prog (program), Project, Custodian Fund ID which these expenditures will be charged to. (This could be different than original request and this could be multiple funding lines)
   *Make sure correct SFS account code is being used. Use account code 2637 for human subject expenditures
   a. Fill in amount expensed as reflected by log
   b. Ensure the fund/project is still active and with funding available

7. Fill in the Custodian name and address.

8. Fill in “Deliver To” box if different than Custodian address.

9. Complete the Call for more information box (department financial information person).

10. Leave check amount box blank.

11. Itemized Expenditures Section:
   a. Leave Replenishable Bank Account Info section blank.
   b. Under program expense section, enter research expenses per participant or summarize payment total and attach a log detailing expenses per participant.
   c. Confirm log totals agree with program expense section and these expenses agree with amounts listed on upper left-hand corner of form.

12. Form is signed by the Custodian (PI).
13. Verify information on steps 1-12.

14. If amount expended was less than the amount advanced, verify the Custodian has attached a personal check for the amount not spent based on the amount shown on the bottom of the Custodian Fund Accounting form.

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.
### Custodian Fund Accounting Form

**University of Wisconsin-Madison, Accounting Services**

*After approvals have been obtained, send form and related documents to:*
Cash Management, 21 N. Park St., Suite 6101

<table>
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<th>Amount</th>
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<th>Account</th>
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<th>DeptID</th>
<th>Prog.</th>
<th>Project</th>
<th>Custodian Fund ID</th>
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**Vendor Number:**

**Increase/Decrease Amount:**

**Custodian Name:**

**To:**

(Complete if different than custodian address)

**Check payable to:**

**Building:**

**Address:**

**City:**

**State:**

**Zip:**

**Call (name and phone number) for more information:**

**Reimbursement due:**

**Address:**

**City:**

**State:**

**Zip:**

**Final Report**

**Participant Log(s) Total:**

**Log Summary**

**Check # Range: (Bank Accts. Only)**

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**Participant Log(s) Total:**

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**VOIDED CHECKS (LIST INDIVIDUALLY) as negative (-)**

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**Voided Checks Total:**

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**Grand Total:**

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**TEMPORARY CUSTODIAN FUNDS ONLY**

**Authorized Amount** (list as a positive number) (leave blank if replenishable):

**Reimbursement Due (positive amt) / Check to be attached (negative amt):**

$ -

**Temporary Custodian Funds Only: Check #:**

**BANK ACCOUNTS ONLY**

**Authorized Amount:**

**Custodian (Employee) Date:**

**Dean/Director Approval Date:**

**Department Approval Date:**

**Authorized Institutional Approval-Accting Srvs Only Date:**

Last updated: 01/11/21