WIRING FUNDS TO TILLC IN-COUNTRY BANK ACCOUNT
(TULANE INTERNATIONAL, L.L.C.)

RESPONSIBLE UNIVERSITY OFFICIAL: Controller
RESPONSIBLE OFFICE: Controller’s Office
COORDINATING DEPARTMENTS: Grants and Contract Accounting

ISSUED DATE: FEBRUARY 1, 2010  EFFECTIVE DATE: FEBRUARY 1, 2010
LAST REVIEWED DATE: FEBRUARY 1, 2010  NEXT REVIEW DATE: FEBRUARY 1, 2010

WHO NEEDS TO KNOW THIS POLICY: All individuals who submit requests to wire funds from Tulane University to a TILLC account outside the U.S.

WEBSITE ADDRESS FOR THIS POLICY: http://tulane.edu/asvpr/ora/policies.cfm

I. Policy

This policy is being adapted to ensure consistency of action with respect to the submission of and processing requests to wire funds to overseas Tulane International, L.L.C. (“TILLC”) bank accounts.

Wire requests must be submitted and otherwise comply with the 9-Step process described below. Additional guidance can be found in the decision tree attached to these policies and procedures.

II. Procedures

STEP ONE-ADVANCES:
- Advance wire request will be initiated by the Tulane University (“TU”) or TILLC in-country staff and forwarded to the TU Unit (e.g., Payson Center, the School of Public Health, etc). Request should be submitted using the TILLC Wire Transfer Form (found at http://tulane.edu/asvpr/ora/policies.cfm).

STEP TWO-ADVANCES:
- The wire request will be sent to the Senior Accountant in Grants & Contracts Accounting (“GCA”) (Lanissa Grogan-Stewart). The Senior Accountant will determine if she has received, from the TU unit, the supporting documentation (monthly reconcilements) for prior wire transfers. If the Senior Accountant has not received the documentation, she will notify the requesting TU Unit and identify outstanding information and documentation. The wire request will not be approved and processed if there is more than three months of reconciliations missing.
- If approved, the request will be sent to the TILLC Accountant (Carline McDonald in Financial Services).

STEP THREE-ADVANCES:
- The TILLC Accountant will review the request to ensure that the GCA Senior Accountant has approved the request. The TILLC Accountant will approve the wire and journalize the
transaction in the TILLC QuickBooks (“QBs”) (i.e., debit the TILLC overseas account and credit the Whitney Bank).

**STEP FOUR-ADVANCES:**
- The TILLC Accountant will send the wire request to TU’s Treasury Coordinator (Betty Guiterrez in the Accounting Office) to process the request with the bank and result in the wiring of requested funds.

**STEP FIVE-SUPPORT FOR ADVANCES:**
- On a monthly basis, the in-country staff will prepare a list of financial activity on the TILLC foreign bank accounts. This list will include the check number/wire ID number, check number, check date and date of transaction (if different than the check date), Payee, description of the transaction, and the Amount ("-" should be used to indicate a credit transaction). All supporting documentation should be attached to this report.
- This report along with the supporting documentation should be sent to the TU Unit for review and approval. The TU Unit will assign the TU account number (if chargeable to a TU account) and the TU Expenditure Type (Natural Account) based on the description and notes sent from the In-country staff.
- The TU Unit staff should prepare a **TU Request for Payment Form** (sometimes referred to as a “Pay To” request) payable to TILLC and obtain necessary approvals relevant to TU sponsored and non-sponsored accounts.
- This entire packet should be sent to the Senior Accountant in GCA for review and approval.

**STEP SIX-SUPPORT FOR ADVANCES:**
- The GCA Senior Accountant will review all transactions, documentation and signatures for grant compliance and make any necessary changes.
- Once the review is complete, the Senior Accountant will approve the Pay To and forward the entire packet to the TILLC Accountant.

**STEP SEVEN-TILLC PROCESSING:**
- The TILLC Accountant will journalize the list in Quick Books (i.e., debit-Project Expenses and credit the TILLC in-country account).
- The TILLC Accountant will prepare an invoice from TILLC to TU. She will attach the reconciliation report and the supporting documentation to the invoice and place the Pay To on top.
- The TILLC Accountant will journalize the receivable (i.e., debit-Accounts Receivable and credit-Project Revenue).
- The TILLC Accountant will then send this packet to TU Accounts Payable for processing.

**STEP EIGHT-PAYMENT OF TILLC INVOICE:**
- TU Accounts Payable will key punch the reconciliation report in support of the Pay To and therefore, charge the TU sponsored and non-sponsored accounts.
- TU Accounts Payable will cut a check to TILLC, which will be routed to the TILLC Accountant.
STEP NINE-POSTING OF EXPENSES TO TU ACCOUNTS:

- The TILLC Accountant will deposit the check to the TILLC Whitney Bank Account and journalize that transaction (i.e., debit-Cash and credit-AR).

IV. Related Policies
   A. Check/Wire Requests to Pay TILLC Vendors

V. Related Forms
   A. TILLC Wire Transfer Form

VI. Related Law & Regulations
Wiring Funds from Tulane University ("TU") to Tulane International, LLC ("TILLC")
In-Country Bank Account for Work Order Services or General Support Services

#1 Pay in-country project expenses
- Request for wiring of advance funds for expenses
- Use TILLC wire request form

#2 Grants & Contracting Accounting
- Reviews request
- Authorizes wire

#3 TILLC Accountant
- Authorization to wire funds

#4 Wire advance funds
- TILLC In-Country Bank Account (e.g., Ecobank)

#5 Department Reporting & Reconciliation:
- Dept review & approval of lump sum reconciliation w/ supporting documentation separated by sponsored (S-ledger) & non-sponsored accounts
- Prepare "pay to" to reimburse TILLC

#6 Grants & Contracting Accounting
- Reviews & approves reconciliation

#7 TILLC Accountant
- Invoice for reconciliation
- Financial Report;
- Send to TU AP (invoice and detail of expenditures)

#8 TILLC Whitney Capital Account
- Draw down from TILLC capital account for general support services and/or expenses not chargeable to award

#9 TILLC Whitney Capital Account
- Draw down from award for work order services per Federal cost principles

#8 Sponsor A
- Charge back to benefiting TU unit for general support services and/or expenses not chargeable to sponsored award

#9 SPHTM and/or Payson (as benefiting unit)