# UNIVERSITY OF MICHIGAN
## TREASURER'S OFFICE

## HSIP: Returning Excess Distributions

| Distribution To / Payment Type | Method of Return | Process | Accounting Information |
|---|---|---|---|
| Researcher/Card | Return excess cards to HSIP Office | Process to return unused prepaid cards: <br>• RESEARCHER submits unused card form on HSIP website. <br>• HSIP office confirms balance and removes funds. <br>• HSIP Office will notify Researcher that card(s) can be destroyed. | • Holding account (111575) will receive credit for amount of unused cards <br>• P/G will only be charged for used cards |
| Researcher/Cash | Deposit excess cash using depository system | • RESEARCHER deposits cash to account (111575) using chart fields used in original request. ***(Use department procedures)*** <br>• Reference HSIP Control number in Description field of Cash Receipt. <br>• RESEARCHER sends HSIP Office copy of cash receipt ticket confirmation page along with documentation for distributions. <br>• HSIP inserts row into request documenting deposit / cash receipt. | • Holding account (111575) will receive credit for cash deposit <br>• P/G will only be charged for amount of cash distributed to subjects <br>**NOTE: Please check with your department approver regarding any special department requirements for cash returns.** |
| Researcher/Coupons | Cancel coupons in HSIP system. | • RESEARCHER notifies HSIP Office of need to cancel coupons. <br>• HSIP Office cancels coupons in system. <br>• HSIP documents canceled coupons in request | • Holding account (111575) will receive credit for cancelled coupons <br>• P/G will only be charged for amount of cash distributed by cashier's office to subjects. (Actual coupons redeemed in time period allowed) |