

INCOMING PAYMENTS for Reimbursements and Fees for Service

Standard Business Process as of September 1, 2018

This Standard Business Process (SBP) covers incoming payments Columbia Law School (CLS) receives via ACH Direct Deposit and Bank Wire Transfer for reimbursements to and fees for services provided by CLS.

This SBP does not cover how CLS receives payments of gifts or awards of sponsored projects. Receiving payments of gifts and awards of sponsored projects follow an entirely different SBP; the receipt of gifts and/or sponsored projects is processed by the central administration of Columbia University, not by CLS.

PREFERRED METHOD OF PAYMENT

CLS strictly prefers to receive any and all payments due to CLS via ACH Direct Deposit or Bank Wire Transfer, denominated in US Dollars.

Case by case exceptions may be granted to receive payment by check in US Dollars from a U.S. bank.

CLS must not accept checks from any non-U.S. bank.

CLS must not accept cash as a method of payment.

INVOICING

All reimbursement or fee for service requests to CLS are made by invoice; see samples in Annex A.

All invoices must include the full payment instructions for CLS' bank account at JPM Chase; see samples in Annex A.

All payment instructions must include a reference line called REF that lists the invoice #; see sample in Annex A.

All invoices must include the following:

- Full address of payer
- Contact person at payer: name, email address, and phone #
- Date
- Type of payment invoiced for (Reimbursement or Fee for Service)
- Invoice #
- Amount
- REF in payment instructions: LAW Invoice#

LOCATING and CLAIMING INCOMING PAYMENT

For CLS, to locate and claim an incoming payment, the following three conditions must be met:

1. all payers include the REF in the payment instructions
2. all payers provide an electronic copy of their bank's payment confirmation to their CLS contact
3. CLS contact forwards the electronic copy of the payer's bank's payment confirmation together with an electronic copy of the original invoice to bank.deposit@law.columbia.edu

Please know that the Business Office cannot claim or apply funds without the respective REF line on the payment instruction, without an electronic copy of the payer's bank's payment confirmation, or without an electronic copy of the original invoice.