

**Policy Name:** Overdraft Write-Off Policy  
**Policy Number:** F/UNTHSC/RES/OGCM-013  
**Scope:** All Researchers  
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**Created/Revised:** Created 7/13/01  
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## **I. PURPOSE**

To establish responsibility regarding unresolved sponsored program overdrafts.

## **II. POLICY**

1. Account administrators (Principal Investigators) are responsible for expeditiously resolving negative fund balances and/or disallowances on sponsored program accounts.
2. The Grant and Contract Management Office will monitor sponsored program accounts to ensure the successful and timely resolution of sponsored program negative fund balances.
3. Failure to resolve negative fund balances and/or disallowances within 90 days of notification will result in the Office of Research & Biotechnology taking appropriate action.
4. The cognizant department/Institute will be notified prior to the transfer of charges.