

Holding Account Process

First Notice

To Department Contact

Initial notice of overdraft or unallowable expenditure sent.



Second Notice

To Department Contact with PI copied.

If issue remains unaddressed, a reminder notice with **information regarding potential transfer** of overdraft or unallowable expenditure to holding account sent.



Third Notice

To Department Contact with PI and Holding Account Contact copied.

If issue remains unaddressed, a second reminder notice with **date of potential transfer** of overdraft or unallowable expenditure to holding account sent.



Fourth Notice

To Department Contact with PI and Holding Account Contact copied.

If issue remains unaddressed, a notice of **completed transfer** and instructions directing Department Contact to Holding Account Contact.

If contacts are responsive at any point the process will not progress to the next step.

For additional information, please see OSP website: <https://research.utexas.edu/osp/>