

Procedures for Payment of Insurance Premiums

Each department will need to have their funds transferred into the Insurance Fund which will be used to issue the payments to the insurance companies. Please see below for instruction on what will be needed in order to transfer your department funds to the Insurance Fund.

- Please complete a Journal Voucher (*we can provide you with this form if needed*) and forward to Karen Stevenson in Accounting with a copy forwarded to tadowns@uncg.edu so we are able to keep track of where the funds are coming from and make sure the funds are being credited properly.
 - The fund number to be credited is 149007.
 - The correct account code to credit is 602910.
 - The debit account code to be used is one of the following:
 - 235010 – Insurance – Property
 - 235110 – Insurance – Motor Vehicle
 - 235210 – Insurance – Liability
 - 235310 – Insurance and Bonding
 - 235320 – Insurance – Other

➤ Please be sure to include the name of your department/division, type of insurance that the payment is for and the vendors invoice # on all Descriptions.

All Insurance payment will be handled by the procedures given above except for premiums for additions to the University Intern policy which will be paid directly with a BANFIN32, Student Health Insurance which is handled directly by Student Health and the Study Abroad policies which are being handled by those departments participating.