

Signature Requirements on Transactions Where Fiscal Officer Has Divisional Responsibility and is the Project Director

FIN-ACC-I-20



About This Policy

Effective Date:

06-01-1992

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Responsible University Office:

Financial Management Services

Responsible University Administrator:

Vice President and Chief Financial Officer

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Related Information

* I-1, Role of Fiscal Officer, Account Manager, and Account Supervisor

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Scope

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Policy Statement

When the Fiscal Officer for a contract and grant account has divisional responsibility and serves as the project director, all financial transactions must be approved and signed by the Account Supervisor, in addition to the Fiscal Officer.

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Reason For Policy

The provision of appropriate controls when the Fiscal Officer for a contract and grant account has divisional responsibility and is named the principal investigator for the project.

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Procedure

Both signatures of the Fiscal Officer and Account Supervisor will be required on the processing of financial transactions that include travel reimbursement, payroll, and disbursements (including reimbursements).

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Definitions

Divisional Responsibility: It is defined as the person who has responsibility for all of the fiscal affairs and management of a unit (department, school, campus).

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History

This policy was established on June 1, 1992.