



Budget Manager Fiscal Authority

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		Reviewed:	
Responsible Party:	Vice President for Business and Finance	Page(s):	1 of 2

Purpose

Provide guidance for institution's Vice Presidents, Deans/Directors, and Department Chairs/Heads regarding fiscal responsibilities. All of the aforementioned will be referred to as Budget Managers for purposes of this policy. The approval process for financial transactions is necessary to ensure transactions are appropriately reviewed by an individual with fiscal responsibility and accountability. Approval of documents and transactions is a form of internal control which safeguards institutional assets from unauthorized acquisition, use, or disposition.

Definitions

Budget Manager: Administrator with management and budgetary authority over an organizational unit of the institution as defined in the University's organization chart. (i.e.: Vice President, Deans/Directors, Department Chair/Head, and Principal Investigators of sponsored grants/contracts). These individuals have the ability to approve financial transactions and are assigned responsibility for operations of a specific budget department identification number which is maintained in the University's Financial system of record. The Financial Accounting Office maintains manager data as changes in positions occur. Deans/Directors are provided reports annually to verify budget manager assignments.

Organizational Unit: Unique academic or administrative department of the institution for which a separate budget is maintained (i.e.: Biology Department or Financial Accounting).

Fiscal and fiduciary responsibility: Refers to approval of financial and/or business transactions listed below; and to all corresponding types of funds provided to a departmental unit or any faculty or staff member within a given unit, including but not limited to: State Appropriations, Tuition, Other General, Auxiliary, Student Activities, Student Technology Fee, Continuing Education, Facilities and Administrative, Departmental Sales and Services, Agency, and sponsored grant/contract funds.

Policy

Budget Managers as described above retain primary management authority and approval status of the following fiscal responsibilities for their respective departmental budget(s). Budget managers with applicable Dean/Director and Vice Presidential approval may delegate an alternate approver, or employee within the unit to approve the transactions listed below. Budget Managers retain responsibility for transactions executed by delegated authority. Approval authority means that the individual's signature or electronic approval must be provided to initiate financial transactions and/or fiduciary actions. Management or approval authority does not mean the individual approving must personally conduct all administrative duties; however, Budget Managers must assure operations within their unit meet established policies/procedures and provide signature approval.

Approvals that are to be delegated will require completion and submission of the Alternate Approver Authorization Form which may be found at: <http://businesssrvs.georgiasouthern.edu/forms/>.

Limitations

At no time may a requester approve payments to be made payable to themselves. These types of payment requests must be routed to higher authority.

Signature stamp or auto pen may be used in fulfilling approval responsibilities of this policy as long as department maintains security over use of the auto penning device and there is documented evidence that Budget Manager approved use of auto pen in approving the transaction.

Financial and Business Procedures requiring Management Approval: The following provides examples of the primary financial transactions requested by institution departments, however, this policy applies to all financial transaction types.

1. **Budgets**

Budget Transfers, Original Budget merit increases.

2. **Expenditures (Non-Personal Service)**

Purchase Requisitions, PCard Purchases, Travel Authorization and Reimbursement Requests, Intra-Departmental Purchases, Expense/Revenue Transfer requests, Per Diem Payment requests, Check Requests.

3. **Expenditures (Personal Service)**

Personnel Action Forms (PA), One Time and Additional Pay Requests, Payroll Expense Reallocations

4. **Cash Receipts**

Deposit Transmittal Forms

5. **Equipment Inventory**

Annual Inventory Reports, Equipment Transfer or Equipment Disposition forms

6. **Fuel**

Request for Fuel Card (Wright Express), Request for Wright Express Personal Identification Number (PIN).