

103 Budgetary Control and Responsibility for Sponsored Program Awards

PURPOSE

This policy outlines the delegation of expenditure signature authority on all sponsored programs grants, contracts, and agreements awarded to Colorado Mesa University (CMU).

POLICY

The Principal Investigator (PI) or Project Director (PD) is responsible for the financial management of his/her sponsored project. The PI/PD must comply with the financial and administrative policies, procedures, and regulations of each award as well as those of the CMU.

The PI/PD has authority to incur expenses against his/her award.

The PI/PD may also delegate this authority to other CMU employees (faculty and staff) to assist in the management of the sponsored project. Delegation of expenditure authority is used to facilitate ordering routine items associated with a sponsored project and timely processing of necessary purchases in the absence of the PI/PD. This authorization allows designated individuals to initiate and authorize expenditures including purchase requests and OneCard transactions for goods and services, authorization and reimbursement to individuals for travel, and journal vouchers for cost transfers. However, the PI/PD retains the overall fiscal responsibility for the project.

In designating expenditure signature authority, the PI/PD should select employees who have direct knowledge of administrative policies and procedures as well as the needs and regulations of the sponsored project.

The PI/PD may not delegate signature authority for the approval of time and effort certification.

Office of Sponsored Programs Expenditure Signature Authorization

The Office of Sponsored Programs staff has automatic signature authority on all sponsored programs awards. The primary purpose of this authorization is to assist the PI/PD with ordering and purchasing goods and service with university issued OneCards. In addition, during summer and holiday breaks and other times when department heads are not available, this automatic signature authorization allows for sponsored programs staff to review and approve items when the request for reimbursement is for the PI/PD.

Expenditure Signature Authorization Form

Delegation of expenditure signature authority is made using the Office of Sponsored Programs Award Expenditure Signature Authority Form.