



## **Budget & Signature Authority**

**Created:** 12/3/2014

**Last Reviewed:** 1/31/2023

### **Purpose & Scope:**

To outline budget and signature authority and related responsibilities of PI/PD on grants, contracts, and cooperative agreements under sponsored program awards to Colorado Mesa University (CMU). This applies to all faculty and staff, PIs/PDs, co-PI/PDs, key personnel, Academic Department Heads, supervisors, procurement and OSP staff, and any other approving official for the University on sponsored programs.

### **Definitions:**

See the Definition Guide at the beginning of the policy manual for applicable definitions.

### **General Rule & Procedures:**

The PI/PD is responsible for the financial management of their sponsored project/program. They must comply with all applicable federal and state financial and administrative policies, procedures, and regulations of each award as well University budget and procurement policies and procedures.

All PI/PDs have budget authority to incur expenses against their award(s) that are allowable, allocable, reasonable, and necessary to meet the approved scope of work and objectives of their projects. OSP staff have the authority to disallow expenses that are not in compliance with this policy and/or other University policies and procedures. Disallowed charges on sponsored programs must be moved from the sponsored program to a CMU operating account to avoid audit findings. The operating account is typically the PI/PD 's department, but the appropriate account will be determined by the PI/PD in conjunction with OSP. Under special circumstances, OSP may permit a PI/PD to hold budgetary signature authority, but this is granted on a case-by-case basis.

A PI/PD may, with approval of their supervisor and after vetting for any COIs, delegate this budget authority to other CMU employees (faculty and staff) to assist in the budget management of a sponsored project. This delegation is used to facilitate the ordering of routine items associated with the award and timely processing of necessary purchases in the absence of the PI/PD. The delegated individual should have direct knowledge of the needs and operation of the project and any regulations and laws governing the award, agree to work with OSP, and follow all sponsor and CMU policies. Designated individuals can allocate Procurement Card (PCard) transactions for goods and services to the appropriate organization or department. However, the PI/PD retains the overall fiscal responsibility for the sponsored project.

If any violations are committed under this policy, PI/PDs may be subject to disciplinary procedures consistent with University policy. Sanctions could include, but are not limited to, the removal of budgetary signature authority, required re-training, removal of the PI/PD title, termination of the award, and suspension or termination of one's PCard privileges.