

EXPENDITURE APPROVAL POLICY

University of Alabama at Birmingham

December 29, 1994

(Replaces policy dated November 25, 1991.)

Introduction

As a public institution and a steward of public and private funds, UAB is responsible for ensuring that all its funds are used properly. By approving a UAB expenditure request, the signer of the request represents that he or she considers the expenditure to be appropriate in terms of UAB policies and procedures, UAB goals, and responsible management of UAB.

Policy Statement

All UAB expenditure requests must be signed by at least two UAB employees, one of whom either must be the official "Responsible Person" (or his/her designee) for the account being charged or must be an appropriate UAB administrator for an organizational unit with which the account officially is affiliated. Under extremely limited circumstances (upon recommendation of the Office of the University Controller and with written approval of the Vice President for Financial Affairs and Administration) exceptions may be made to permit certain non-UAB individuals to sign as *requestors* for specific types of payments against accounts for which daily activities are managed under a formal management contract. However, each such payment also must be approved by a UAB employee at a higher administrative level who is responsible for the activity under contract. No one may approve payments or reimbursements to, or for the benefit of, oneself. In such cases, the request for payment must be approved by one's manager or supervisor. The Vice President for Financial Affairs and Administration will review and approve payments to, or for the benefit of, the President or the other vice presidents. Likewise, the President will review and approve payments to, or for the benefit of, the Vice President for Financial Affairs and Administration. In addition to the above minimum approvals, the Office of the Associate Vice President for Finance may from time to time establish procedures which require additional signatures for selected types of expenditures. Such additional signatures might be required, for example, as supplementary documentation or as an assurance that those expenditures are being controlled by upper-level management.

Implementation

This is a general policy which applies to all UAB expenditures. It is intended only to provide a minimum standard. In some areas, more restrictive procedures have been implemented or may be implemented in the future and should be followed in addition to this policy. This revised policy is effective retroactively to October 1, 1994. The Vice President for Financial Affairs and Administration through the Office of the University Controller is responsible for defining procedures to implement this policy UAB-wide.