Responsible Executive: Controller
Responsible Department: RSPA
Review Date: May, 2015

Access to Funds

POLICY STATEMENT

Viewing and purchasing access to funds is automatically granted to the Principal Investigator ("PI") upon establishment of the fund. Generally, departmental administrators also have viewing and purchasing access to funds. If the PI wishes another individual to have either purchasing or viewing access to a fund, a Finance Access Form must be completed and submitted to the Controller's Office.

In instances where viewing access conflicts arise (i.e., multi-disciplinary grants), viewing access for a PI or departmental administrator must be approved by the respective department chairs / Director.

Only the PI will be granted payroll access to a fund. If additional persons need this specific access, Section 5 of the access form must be completed and all appropriate signatures obtained.

Once a fund has been established, budget, expense activity, encumbrances, and remaining balance details can be viewed within GLez. The link for this is located within the FinanceND Channel under the Administrative Tools tab on InsideND.