



The account manager is responsible for maintaining budgetary control and is accountable for all expenditures in his/her unit or grant. The law expressly prohibits excess obligations (i.e., incurring obligations in excess of the lawful amounts appropriated by the legislature). The account manager is also responsible for safeguarding university equipment and capital assets.

The account manager is authorized to spend funds allocated to his or her unit up to the approved budget limit. PI's may not exceed the sponsored program award amount during the program period. Account managers and PI's may be personally liable for expenditures in excess of budget.

The sponsored program PI must operate within the budget defined in the notification letter from the Office of Research and Sponsored Programs. Sponsored program PI's may revise their budgets in accordance with guidelines established by the University and the respective sponsor or funding source.

The account manager or PI is expected to plan all expenditures necessary to carry out the

In the planned absence of an account manager, he/she may designate an individual to approve the actions included in this policy. The delegation must be in writing; specify the duration of the authority granted; and contain the account manager's signature.

If the account manager is unavailable and has not delegated another person to act, then either the account manager's supervisor, the AVPF, or the VPF may act for the account manager.

When a designee signs for an account manager, the designee shall sign the account manager's

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