

Sponsored Project Accounts – Where To Go For Help

Activity/Question	Research & Sponsored Programs	Financial & Accounting Services	Procurement Services	Accounts Payable	Human Resources
Establish a new position					X ¹
Advertise new or vacant positions		X ²			X
Add or change signatory authorizations		X			
Order equipment			X ³		
Approval on purchase requisitions		X	X ⁴		
Establish subcontracts	X				
Check status of payment to vendors				X	
Authorization for foreign travel	X ⁵				
Obtain no-cost extension	X ⁵				
Revise project budget	X ⁵	X			
Prepare and submit invoices to sponsors		X			
Correct errors on budget reports		X			
Change project scope or PI effort	X ⁵				
Document cost share		X			
Expenditure transfers		X ⁶			
Financial reports to sponsors		X			

NOTES:

1. Read HR Bulletins #9 and #11 for more information on the recruitment process
2. All job postings must be approved by Debbie Hellmann in Financial and Accounting Services
3. Consult the Procurement Services' website for departmental commodity assignments
4. Purchasing processes approved requisitions, all purchases over \$1000 must be made via a purchase requisition/order
5. Research and Sponsored Programs assists in obtaining prior approvals from sponsor if needed
6. Corrections may also be submitted on a journal entry