

Controller Update

F&A Meeting
October 8, 2024

Concur

➤ Unallowable Bank Card Charges

- Purchases should have been made through BuyWays must have pre-approval otherwise they are unallowable
- Accidental personal use

Special process for allocating the transaction

- Identifies transaction as a reimbursement by card holder
- Routes to Campus Banking Services as an Accounts Receivable
 - Supervisor approves and facilitates reimbursement by employee
- Check or payment is made at the Campus Banking Services Office
 - Require a deposit slip
 - Memo on check identifying expense report

Concur

➤ Pre-Approval Process – Sponsored Activity

- Start/Create a New Request
 - Is your purchase related to work on sponsored funds?
 - Must select Sponsored or Non-Sponsored - not functional for UMB
- Routing to ORSP is based on speed type used when allocated in the Expected Expenses panel

➤ Pre-Approval Workflow – Exception Matrix

- Employee Services Team working to configure workflow to be in line with Exception Matrix
 - Individuals and Supervisors are ultimately responsible for following University policy

Concur

➤ Pre-Approval of Student Travel – Registration in Concur

1. **Faculty/Employee lead** – this is a scenario when a faculty member or employee is traveling with student(s). This does not pertain to athletics. The faculty/employee submits the request and includes a roster of students travelling (along with student-completed export control/risk form for international)
 - Previously registered in Terra Dotta
2. **Campus Sponsor** – this is a scenario when a campus employee submits a request on behalf of a student(s) (rec center, student life, etc.). The request includes a roster of students travelling (along with student-completed export control/risk form for international)
 - Previously registered in Terra Dotta
1. **Student-Self Service** – a student submits a request for themselves. To do this, a student still needs a campus sponsor to complete a [request](#) to have a profile created for them in Concur (students do not have access to Concur until we manually create a profile).
 - Students traveling to a seminars/conferences (educational in nature) are required to register in Concur prior to traveling
 - Reimbursement will be made through the student's WISER account
 - Using S-DV Form submitted to the Controller's Office

Signature Authorization Process

The Controller's Office conducts an annual review of the current campus department signature authorizations/delegations. The purpose of the signature authorization process is to ensure that all financial transactions are authorized and executed by the individual designated, in accordance with legislative, trustee and campus delegations of authority.

- Forms Distributed Thursday, October 24th
- Forms due back to the Controller's Office Friday, November 22nd

Executive Area Distribution	Contact
Academic Affairs	Catherine Bates/Suzanne O'Neil
Administration & Finance	Directors/Office Managers
Athletics & Recreation	John Pagliarulo
Chancellor's Office	Peter Kelly
Enrollment Management	Michael Todorsky
Human Resources	LaToya Hamilton
Information Technology	Michael Tull
Marketing & Engagement	Cynthia Williams-Cotterell
Student Affairs	Janet Wolk
University Advancement	Deirdre McNamee

University of Massachusetts Boston
Signature Authorization Form
Fiscal Year 2025

Dept ID	B003800000	Dept Description: Controller's Office	Dept Manager/ Authorized Signer:	Overko,Patricia M.
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The following individuals are authorized to approve financial transactions for this department's budgeted funds. These individuals must comply with fiscal policies and procedures, including but not limited to Business Travel & Expense, University Procurement, Inventory Control, and others as defined by the University and Campus. In addition to this approval, internally funded awards, external grants and contracts, and endowment fund allocations are subject to the Office of Graduate Studies, Office of Research and Sponsored Programs, and University Advancement's Signature Authorization processes, respectively.

_____ Additional Authorized Signer-1 Name	_____ Additional Authorized Signer-1 Signature
_____ Additional Authorized Signer-2 Name	_____ Additional Authorized Signer-2 Signature
_____ Additional Authorized Signer-3 Name	_____ Additional Authorized Signer-3 Signature

The Department Property Custodian (DPC) is a department manager designee to serve as a liaison to the Property Division, coordinate inventories, and ensure compliance with inventory mandate. Where there is not a designee, the Department Manager fills this role.

Overko, Patricia _____ Department Property Custodian (DPC) Name	_____ Department Property Custodian (DPC) Signature	_____ Date
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The Cost Object Approver (COA) is responsible for approving expense reports in Concur. If a designee is assigned, the approval responsibility lies solely with the COA and not with the Department Manager. If not designee is assigned, the Department Manager assumes this role.

_____ Cost Object Approver (COA) Name	_____ Cost Object Approver (COA) Signature	_____ Date
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Signatures authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws, regulations and policies.

Overko,Patricia M. _____ Department Manager Name	_____ Department Manger Signature	_____ Date
Giuliani, Chris _____ Associate Vice Chancellor Name (Non-Academic Depts)	_____ Associate Vice Chancellor Signature	_____ Date
Kirleis, Kathleen _____ Dean/Provost or Vice Chancellor Name	_____ Dean/Provost or Vice Chancellor Signature	_____ Date

Contracts

Delegation of Authority

Who can bind the University to an Agreement?

- ✓ Only staff who have been granted Delegation of Authority (DOA) from the Chancellor may sign any agreement that legally binds the university to a contract
- ✓ Students are required to sign release forms, safety waivers, and behavior/confidentiality agreements when participating in on-campus internships or other related activities/events
- ✓ A contract manager may sign to formally acknowledge and verify the accuracy and completeness of the information provided, ensuring it is sound and compliant, but not to bind the university to an agreement

UNIVERSITY OF MASSACHUSETTS BOSTON CHANCELLOR'S DELEGATION OF SIGNATURE AUTHORITY* (NON-PERSONNEL)									
Authorized Position	Current Occupant of Authorized Position	Professional Services Performed by Consultants: Standard University Contract Required (1)	Contracts for labor and materials: (Construction - M.G.L. c.149 and M.G.L. c.30, §39M (2)	Lease of University Real Property to Others ≤ 5 years: (3) (4)	Lease of Third Party Equipment and Real Property: (3)	<u>Sponsored Programs:</u> Grants - Applications, Proposals, Awards, MOU's, MTA's, ISA's	<u>Non-Sponsored Programs:</u> Licenses, ISA's, MOU's, non-research CDA's (5)(6)	Revenue-based Contracts, Gifts and Pledges (7) (9) (10)	Operational Services:
Chancellor	Marcelo Suárez-Orozco	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit
Vice Chancellor for Administration & Finance	Kathleen Kirleis	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit
Provost	Joseph B Berger	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000
Associate Vice Chancellor for Administration & Finance	Chris Giuliani	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000	<= \$500,000
Associate VC Academic Administration & Finance	Vacant	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000
Associate Controller for Procurement & Contracts	Chloe Kondakci	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000	<= \$100,000
Vice Provost for Research & Strategic Initiatives	Bala Sundaram					No Limit			
Associate Vice Provost for Research	Matthew Meyer					No Limit			
Assistant Director of Office of Research & Sponsored Programs	Shala Bonyun					No Limit			
Associate Vice-Chancellor Facilities Management	Michael Kearns		Change orders <= \$250,000					<=\$100,000 (10)	
Vice-Chancellor for Enrollment Management	John Drew						Dual Enrollment Contracts		
Sr. Associate Dean MCNHS	Jessica Whiteley						Affiliation Agreements		
Assistant Vice Chancellor for Campus Services (and/or designee)	Diane D'Arrigo						Event Services Agreements		
Vice-Chancellor for University Advancement	Adam Wise							Gift and Pledge Agreements (8)	