

FINANCIAL AUTHORITY RESPONSIBILITY FORM

Financial responsibility is provided to individuals to assign a level of accountability for financial authority. Different responsibility codes define the level of accountability and responsibility granted with the funding. Use this form to add, update or remove individuals on accounting combinations (operating or research), or to submit a mass change. *Complete only the sections below that apply to your request.*

Option 1 - Specific FOP/FA Combination Provide the specific Operating, Research or Balance Sheet FOP or FA that requires updates. e.g. 110000-571000-1300	Option 2 - Mass Change Indicate specific 6-digit Organization codes or request all Organizations within a unit by specifying the predecessor code. e.g. All operating funds in Organization 3xx

Primary Authority(PS)

This is the person ultimately responsible for the FOP or FA, also known as the principal investigator on a grant. The Primary Authority is responsible for ensuring that the funding is used appropriately, that transactional reviews occur and that the fund remains within budget limits. Only one individual can be the primary per FOP or FA.

	Print Name	Employee #	Effective Date	Signature
New PS:				
Remove PS:				

Alternate Authority(AS)

Individuals with this permission can incur expenditures and view reports. Expenditure authority is not limited to specific thresholds. When working with research funds, units are encouraged to establish internal controls for alternate authorities to obtain approvals from the principal investigator before transactions are processed.

	Print Name	Employee #	Effective Date	Signature
New AS:				
New AS:				
Remove AS:				
Remove AS:				

Payroll Mail Authority (PM)

This individual will receive all the payroll related mailings. Only one individual can be assigned per FOP or FA, if no assignment is applied the PS will receive the mailings

	Print Name	Employee #	Effective Date	Signature
New PM:				
Remove PM:				

VIP Report Access (VR)

This permission allows individuals to run payroll reports in the VIP system for the specified FOP or FA. VIP access is required and is granted through Human Resources.

	Print Name	Employee #	Effective Date	Signature
New VR:				
New VR:				
Remove VR:				
Remove VR:				

Faculty/Department Authorization
Who can authorize to add, update or remove financial authorities?

1. Research grant requests must be authorized by the Primary Authority (Principal Investigator).
2. Operating or Balance sheet fund requests may be authorized by the Primary Authority, Dean, Director, Department Head, or Business Manager.

Print Name	Signature	Date

Submit completed form to Aurora Finance Customer Service

Email: Aurora_Finance@umanitoba.ca, Fax 204-474-7504 or Mail 416 Administration Building