

Prepared by the Vice-President for Budget and Finance and
Chief Financial Officer

This replaces Administrative Procedure No. A8.026 February 2003

June 2014

A8.000 FISCAL MANAGEMENT

A8.026 APPOINTMENT OF FISCAL ADMINISTRATORS AND ASSISTANT FISCAL
ADMINISTRATORS

1. Purpose

To establish procedures for the appointment, termination or name change(s) of Fiscal Administrators (FA) and Assistant Fiscal Administrators.

To establish procedures for delegation of purchasing authority and changes in purchasing dollar limits to Fiscal Administrators.

To establish procedures for requesting a new Fiscal Office (FO) code.

Fiscal responsibilities within the University system are prescribed in A8.025. Responsibilities specifically related to procurement and contract administration are outlined in A8.200.

2. Definitions

- a. Fiscal Administrator/Assistant Fiscal Administrator - The term "Fiscal Administrator" is a working title not descriptive of any one position, but rather refers to that group or class of persons who perform the business and fiscal administration functions for a particular University unit. These persons may occupy positions with such job titles as Vice Chancellor for Administration, Director of Administrative Services, Assistant Dean, Assistant Director, and other positions within the APT Institutional Support Career Group
<http://hawaii.edu/ohr/hris/careergroups%20120501.pdf>
- b. Fiscal Office (FO) Code - Three character code assigned by the Financial Management Office representing a specific functional unit administered by a designated Fiscal Administrator.
- c. Principal Investigator/Project Director (PI/PD) - The Principal Investigator/Project Director named on the sponsored award.

- d. Program Head - Program Heads are leaders of functional units, e.g., college, division, department, center, administrative area and may include, but are not limited to, department chairs, Deans, Directors, Vice Chancellors, Vice Presidents, Chancellors and the President.
- e. Purchasing Authority - Authority granted to designated individuals to execute contractual documents for procuring goods, services, and construction up to specified amounts. Only University personnel specifically delegated purchasing authority are authorized to contractually commit the University and only within the limits of their purchasing authority.

3. Responsibilities

- a. Deans/Directors/Program Heads are responsible for requesting the appointment of Fiscal Administrators and Assistant Fiscal Administrators.
- b. Deans/Directors/Program Heads are responsible for requesting purchasing authority and purchasing dollar limits for their respective Fiscal Administrator(s).
- c. The appropriate Vice Chancellor for Administration/Chancellor/Vice-President shall approve Fiscal Administrator appointments and requests for delegation of purchasing dollar limits.

4. Procedures

- a. Appointment of Fiscal Administrators
 - 1) FA appointments shall be requested and approved on a FMO-1 form. (Attachment A)
 - 2) The type of appointment, i.e., Fiscal Administrators or Assistant Fiscal Administrator, should be clearly indicated on the form. Any limitations to the appointee's scope of authority, e.g., no purchasing authority, no construction procurement, etc., shall be specified on the FMO-1 form.
 - 3) Submit the fully executed FMO-1 form via your campus Vice Chancellor for Administration or respective Vice President to the Financial Management Office.
 - 4) Prior to exercising any approved fiscal authority, the Appointee shall be knowledgeable of Federal and State regulations and University policies and procedures

applicable to the business and fiscal administrative functions of his/her University unit.

b. Request for Delegation of Purchasing Authority

- 1) Purchasing authority shall be requested and approved on the FMO-1 form.
- 2) Purchasing authority in variable amounts may be delegated to a FA. If a FA is to be delegated purchasing authority in differing dollar levels for multiple FO codes and/or accounts, provide a detailed explanation on a separate sheet.
- 3) Submit the fully executed FMO-1 form via your campus Vice Chancellor for Administration or respective Vice President to the Financial Management Office.
- 4) Prior to exercising any approved purchasing authority, the Appointee shall be knowledgeable of Federal, State and University procurement policies and procedures applicable to his/her University unit.

c. Duration/Termination

Generally, the appointment of a FA will remain effective until the individual's employment is terminated or a change in job assignment warrants termination.

Submit the fully executed FMO-1 form to the Financial Management Office within 5 days of termination of the FA.

The appointment of a FA and/or his/her purchasing authority may be revoked at any time by the Dean/Director/Vice Chancellor for Administration/Chancellor/Vice President or the Director of Financial Management and Controller. Revocation of the Fiscal Administrator appointment and/or delegation of purchasing authority shall be made in writing.

d. Changes to Purchasing Authority Dollar Limit

To modify a FA's purchasing dollar limit or authority, complete and submit a new FMO-1 form to the FMO.

e. Name Changes

Complete and submit a FMO-1 form with applicable information.

f. Transfer

When a FA transfers from one department and/or program to

another, complete and submit a FMO-1 form to terminate the current appointment and a separate FMO-1 form for the new appointment and submit to the FMO.

g. Request for new Fiscal Office Code

Submit a memo to the Director of Financial Management and Controller requesting a new code with a detailed explanation.

**UNIVERSITY OF HAWAII
FISCAL ADMINISTRATOR APPOINTMENT
AND
DELEGATION OF PURCHASING AUTHORITY FORM**

DATE: _____

Action:	New	Change	Transfer	Terminate	Effective Date _____
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Section A – Fiscal Administrator Appointee Information

FISCAL ADMINISTRATOR'S NAME (<i>Last Name, First Name Middle Initial</i>)	PRIMARY FO CODE:
	SECONDARY FO CODE(S):

DEPARTMENT/UNIT: _____

CAMPUS ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPT CONTACT: _____ PHONE: _____ E-MAIL ADDRESS: _____

THIS APPOINTMENT IS REPLACING (*Select one*):

FISCAL ADMINISTRATOR (*Name*): _____ FO CODE(S): _____

ASSISTANT FISCAL ADMINISTRATOR (*Name*): _____ FO CODE(S): _____

Section B - Purchasing Authority Information

LIMITATIONS ON AUTHORITY/COMMENTS (*For example, "No construction." Specify below*)

The appointee will be granted the Purchasing Authority with a dollar limit of \$ _____ .

Section C – Request

DEAN / DIRECTOR

Signature: _____

Print Name: _____ Date: _____

Section D – Approval

VICE-PRESIDENT / CHANCELLOR / VICE CHANCELLOR for ADMINISTRATION

Signature: _____

Print Name: _____ Date: _____

Return completed form to:
 Director of Financial Management and Controller ~ Financial Management Office ~ 1406 Lower Campus Rd, Rm 41 ~ Honolulu, HI 96822

For Financial Management Office Use Only

Distribution: Requestor Bursar Disbursing FSO GALC OPRPM PFMO Treasury Other: _____

FA Training Date: _____