

FISCAL RESPONSIBILITY OF DEPARTMENTS

Principal investigators and administering departments are responsible for the allowability and appropriateness of all expenditures on sponsored program accounts. This responsibility includes reviewing the sponsor's terms and conditions as stated in the award documents, and following the sponsor's rules and regulations for expenditures. This responsibility also includes ensuring expenditure transactions are adequately documented by identifying **who** purchased the item, **what** was purchased, **where** it was purchased, and **why** it was purchased. If all of this information is not contained on the receipt, invoice or sales ticket, it needs to be included in the explanation on the voucher or written on the receipt, invoice or sales ticket.

It is also the department's responsibility to maintain proper records, which includes reviewing departmental statement activity and reconciling the transactions listed on the departmental statement to expenditure documentation.

Overexpenditures, unallowable costs, uncollectible accounts receivable (as determined by SPA) should be promptly covered by the PI and/or department. The Sponsored Programs Accounting Office is authorized to stop transactions and initiate transactions to resolve deficit balances if the PI and department do not take appropriate action.