August 5, 2004

TO: University Central Dean’s Offices

FROM: Jerry G. Fife
Assistant Vice Chancellor of Research Finance

RE: Pre-screening of Disbursements on University Central Restricted Centers

Effective immediately, the Office of Contract and Grant Accounting no longer needs to pre-approve check requests, travel expense reports, or purchase requisitions that are less than $3,000.00. After doing a risk analysis on what is being pre-screened, there is no increased compliance risk associated with this change. These documents may now be sent or taken directly to Procurement and Disbursement Services for processing. In addition to this dollar amount change, we will no longer need to see the Graduate and Professional Student Award Forms. These may now be sent directly to Student Accounts after all appropriate signatures have been obtained. Notification of both of these process changes will be sent out to all university central departmental administrators. Thank you.