

TO: Sponsored Program Administrative Staff
Business Managers
Regional Business Office Staff
Accounting
Budget and Fiscal Planning

FROM: R. L. White

DATE: April 22, 2004

SUBJECT: Revised Process for Obtaining Departmental Signatures on JV and 1008

Effective May 1, 2004 the process for obtaining departmental signatures on the JV and associated 1008 prepared by Sponsored Program Services (SPS) will change as follows:

SPS will continue to prepare the JV and 1008 for SPS funds (500-699) to transfer funds for cost sharing. SPS will send an email to the department generic business office email and attach a copy of the JV and 1008. The department business office will review and obtain approval for the JV and 1008 according to their individual department/school procedures. Once the JV and 1008 is approved, the department should reply to the SPS staff that sent the email. If changes to the JV and 1008 are needed, please discuss the changes with the preparer.

Roles and Responsibilities:

SPS:

- Prepare JV and 1008 and obtain appropriate SPS review
- Send JV and 1008 as an attachment to the specific department generic business office email address
- SPS staff that sent the email is expected to have a pending file and follow-up with the department in a reasonable timeframe (2 weeks) if a reply has not been received.
- Once the department replies with approval of the JV and 1008, appropriate SPS staff should sign and forward to Budget and Fiscal Planning. The departmental reply should be maintained in the SPS file. Accounting and Budget & Fiscal Planning will accept the SPS signature on the documents on the basis that appropriate department approval has been obtained prior to signing.

Department Business Office and Regional Campus:

- Review JV and 1008 and obtain appropriate approvals per internal school/department procedures. Such procedures should include, at minimum, a departmental business manager review.
- If changes are needed, please contact the SPS individual who prepared the document. Changes can be made by SPS or the department as determined in the conversation to discuss the change.
- Reply to SPS staff that sent the email when department approval has been obtained.

Rebecca L. White
Assistant Director
Sponsored Program Administration