



Approver Change Policy for Chemistry Stores Online Requisition System

Faculty Responsibilities

Despite delegating order approval or signing authority, the faculty member in no way abdicates responsibility for the research PG and that all purchases, transactions, and reconciliations are the sole responsibility of that faculty member.

Expected Normal Status

Faculty will approve orders at a time convenient for them and communicate to their group the schedule they might use. No changes to approver in the Chemistry Stores Online Requisition system need to be made.

Faculty that have a research associate/technician (staff employee) in their group can choose to delegate signing authority to them, have them added as a signatory in FMS (Financial Management System) and have them named approver in the online requisitions system. This arrangement can be in place as long as the research associate or technician is appointed. For chemistry accounts this requires a signed Delegation of Signing Authority memo (if the individual does not already have FMS signing authority) and approval by the administrator. Email notification to stores system admin for setup.

If the employee is not a Department of Chemistry employee, confirmation of employee status from their home department needs to be communicated to the administrator in chemistry.

Sabbatical/Other Leave

Faculty who hire a postdoctoral fellow (PDF) to manage their lab during a planned leave can delegate signing authority to that person for the finite leave period. Requires signed Delegation of Signing Authority memo and approval by the administrator. Email notification to stores system admin for setup. Start and end dates should be specified and FMS signing authority for the delegate should be removed upon completion of leave period.

If not hiring a PDF to manage the lab during a leave, see the process below for vacations/out of email contact. That process can be used for day to day approval, but faculty will need to be available for signing the approval of large orders and payable invoices.



Vacation/Out of Email Contact/Conferences

Faculty can delegate approver status to a member of their group for a finite time period. Requires signed Delegation of Approval form and approval of the administrator. Email notification to stores system admin for setup. Start and end dates must be clearly stated on the Delegation of Approval form. This process does not give approver FMS signing authority and they cannot approve orders over \$2500 or sign invoices for payment.

Approval of POs over \$2500

The supervisor/manager of a speedchart will always retain the ability to approve orders in the online requisition system, however the emails will be routed to the assigned approver only. Any orders between \$2500 and \$5000 that have been approved by someone without FMS signing authority (delegated approver for vacations, etc) will need an emailed approval from faculty/supervisor. Stores will email the faculty for approval to proceed with the order.

Orders over \$5000 that have been approved by someone without FMS signing authority will need a faculty or supervisor signature on a copy of the purchase requisition. This will need to be completed before the order is sent to central purchasing. Stores will send the purchase requisition to the faculty/supervisor for signature. This step can be avoided if faculty/supervisor approve the order online themselves.

Process to Change Approver Long Term (Staff or Sabbatical/Other Leave Options)

This option is available on an ongoing basis to staff members and research associates for the duration of their appointment. It is available for a finite time period for PGs to cover a faculty leave. The delegate must be an employee of UBC. The PG manager and delegate(s) have the same responsibilities when authorizing transactions.

To change the approver with FMS signing authority follow this process:

1. Faculty will complete the Delegation of Signing Authority memo with signatures from the delegate and designator.
2. Faculty will send form to the administrator for review. If approved, the administrator will add Approver to FMS signing authority for stated PGs.
3. Administrator emails stores system admin (Stores Manager – Karen or Acquisitions - George) who will update the approver in Chemistry Stores Online Requisition system.
4. If an end date is specified, status of signing authority and approver status must be adjusted by the administrator and stores system admin accordingly.



Process to Change Approver Short Term (Vacation/Out of Email Contact Option)

This option is available to anyone within a group (graduate student, PDF, staff member, research associate). They must have a CHEMNET account. The approver does not have the ability to approve orders over \$2500 or sign invoices authorizing payment.

To change the approver in the online requisition system, follow this process:

1. Faculty will complete the Delegation of Approval memo with signatures from the delegate and designator. An end date must be specified on form.
2. Faculty will send form to stores system admin (Stores Manager – Karen or Acquisitions – George).
3. Stores system admin will update approver in Chemistry Stores Online Requisition system.
4. Approver will be changed back to supervisor at the specified end date by stores system admin.

All forms will be kept for seven years for audit purposes.



Applicable Policy and Background

Signing Authority

<https://finance.ubc.ca/research-finance/research-specific-purpose-pgs/procedures/signing-authority>

Project/grant (PG) signing authorities provide authorization for transactions charged against the research PG for which they are accountable.

A guideline is important for consistency and to address the weaknesses identified during the last Tri-Agency monitoring review.

PG signing authority could be the PG manager/Grantee or delegate(s). The PG manager and delegate(s) have the same responsibilities when authorizing transactions. The signature certifies that:

- Expenditure is a valid transaction against the PG
- Expenditure has complete supporting documentation
- Goods and/or services have been received
- Expense has not been claimed for reimbursement from other sources
- Expense is eligible and compliant with UBC and Agency policies
- Hiring of employee is in accordance to approved budget and agency/sponsor guidelines and the individual must not be eligible to apply for a grant to receive compensation from the Tri-Council grant. View the [eligibility to apply for Tri-Council grant](#).

Tri-Agency Grants

<https://finance.ubc.ca/research-finance/ubc-agency-policies/tri-agency-grants>

Highlights:

Grantee/PI Responsibilities

- Ensure that financial transactions charged to the PGs are authorized (with signing authorities formally delegated).
- Ensure that all expenditures charged to the PG are eligible costs per grant/contract.

An example of a recent Tri-council Financial Monitoring request in the department

The auditors are looking for the following:

- documentation authorized by the PI or delegate initiating the expense
- delegation of signing authority if authorized by delegate
- supplier invoices indicating details of purchases