I. PURPOSE & INTENT

The University Controller’s Office is responsible for the control of all expenditures and uses workflow tables in the FAST System as a means to exercise this control. These tables are maintained by the University Controller’s Office.

II. STATEMENT OF POLICY

Financial transaction authorization is required to be established for each USF System activity prior to making expenditures. The accountable officer is responsible for determining the persons authorized to sign and for assuring that up-to-date information is maintained at all times. Complete procedures are outlined on-line in USF Business Processes (http://www.usf.edu/businessprocesses) and at the FAST Financial System website.

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.