

## **What is a Financial Manager?**

A financial manager is the person who is assigned responsibility for the financial activity of a Banner index. This person must be employed at the University as faculty or exempt staff. Individuals in temporary positions (including adjuncts and visitors) are not eligible to be Financial Managers.

### **Financial Managers have authority to:**

- Incur or approve charges to an index (within University guidelines)
- View all index activity and balance information
- Designate Authorized Signers
- Designate individuals to receive access to view index activity and balances
- Designate individuals to receive financial or payroll reports
- Make changes to the index title
- Designate another person as the successor Financial Manager

### **Financial Managers have the responsibility to:**

- Promptly review all activity on the index to ensure that it is in keeping with University guidelines and the specified purpose of the index
- Provide oversight to prevent deficits and/or spending that exceeds budget
- Safeguard the confidentiality of the index activities, as appropriate
- Notify Controllers Office (or Office of Research for research indexes) in the event of a change in Authorized Signers or report recipients
- Notify Controllers Office (or Office of Research for research indexes) when the index should be terminated

## **What is an Authorized Signer?**

An Authorized Signer is a person designated by the Financial Manager with authority to incur or approve charges to an Index for which the Financial Manager has been assigned financial responsibility. Authorized signers may or may not have access to financial and payroll reports, such authorization is granted by the Financial Manager.