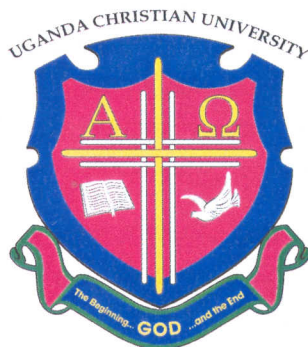


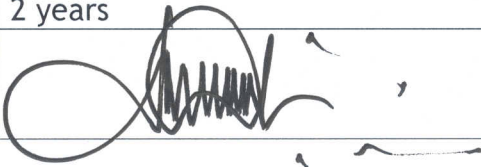
# UGANDA CHRISTIAN UNIVERSITY

## FINANCIAL APPROVALS POLICY



A Centre of Excellence in the Heart of Africa

### Policy Schedule

Title	Financial Approvals Policy
Policy Lead Contact	DVC (F&A) & Director Finance
Date of approval	3 <sup>rd</sup> September 2012
Approving Body	Vice Chancellor's Cabinet
This version No.	03
Policy linkage	University Accounting Manual - Revised August 2012
Review interval	2 years
Vice Chancellor's Signature	

## **POLICY ON FINANCIAL APPROVALS**

Uganda Christian University seeks to administer its financial affairs in an efficient and timely manner. The following guidelines will apply to normal financial transactions.

For avoidance of doubt, the reference to 'Cabinet' shall mean a Deputy Vice Chancellor as Head of Division.

### **1. Faculty Deans, Directors and Cabinet Member Responsibilities**

Any requisition for funds from the section/department bearing the approval of the line section/department head will be submitted promptly with all supporting documentation to the office of the Director, Finance to check for availability of funds and adherence to Policy.

Then it shall be forwarded to the appropriate Faculty Dean/Director/Cabinet Member on a requisition form (RFF), stating the item requisitioned, the amount requisitioned and the budget code from which the money is to be taken. The requisition may also include comments on the urgency of the requisition, or date by which payment must be made.

The Faculty Dean/Director/Cabinet Member will receive the requisition, review it for accuracy, check whether it fits within the overall budget of the department from which it comes. If there is some technical problem, they will return it to the officer who requisitioned for clarification or contact the section/department head of origin. The Faculty Dean/Director may authorize funds not exceeding Sh. 1m. In matters of amounts exceeding Sh.1 million, the line Cabinet Member may then sign the requisition and forward it to Director, Finance to effect payment. This transaction will be accomplished within two (2) working days.

### **2. The Vice Chancellor and the Cabinet's Responsibilities**

For requisitions over Sh. 2 million, the Cabinet Member will forward it to the VC within two (2) working days. The VC shall, within two (2) working days, review the requisition and approve it or return it to the Cabinet Member with comments for further action. If he asks the Cabinet Member to delay payment, the Cabinet Member will notify the department head and will keep the requisition in a "Hold" folder.

In the case of payments above Sh. 1 million but below Sh. 2 million, if a Cabinet Member decides that it is necessary to delay payment, s/he should contact the departmental head concerned, and keep the requisition in a "Hold" folder until such a

time as the requisition is able to be honoured, and the same time line for such should be followed, as in normal procedure.

The Faculty Deans/Directors shall by similar due diligence authorize amounts not exceeding Sh. 1 million for payment.

In the case of Restricted Accounts, requisitions may come from authorized persons and follow the above process. The VC or his delegate alone can authorize payment from the restricted account. In some cases, cheques may be co-signed by the authorized person.

### **3. The Director, Finance's Responsibilities**

The Director, Finance, upon receiving properly certified requisitions, shall pay out the funds in cash or by cheque within two (2) working days and debit the proper vote. If for any reason he is unable to do this, he shall notify the Cabinet Member involved, and the VC in cases of more than US\$ 2 million.

The VC and the Cabinet Members shall designate persons to authorize requisitions in their absence. In most cases, this will be another Cabinet member. In the extended absence of the VC, the Cabinet may collectively approve requisitions of large amounts.

The Director, Finance shall brief the Cabinet Members weekly on cash flow, in writing and often at a Cabinet meeting. He shall circulate current budget reports to Department Heads monthly. Any query at this time may be referred to the line DVC, or to the VC.

### **4. Fast Track Approvals**

In the case of requisitions requiring immediate action, the VC or Cabinet Member will determine whether to "fast track" the approval. For amounts more than Sh. 2 million, the VC shall determine how quickly and by what means the payment should be made.

*27 February 2007; revised 13 June 2008; revised September 2012*