Roles & Responsibilities of Individuals Granted Posting Authority

This agreement outlines the roles and responsibilities of an individual who will be granted posting authority on all research funds in a specified department (Orgn) or for a particular research fund(s). Posting authority on a fund allows the individual to post a financial transaction to the fund using the FAST Purchasing Card reconciliation system and FAST Web Requisitioning System.

Please read the following carefully.

1. Posting authority is granted to an individual who is purchasing items under the direction of a fund holder but who does not have full signing authority on the particular fund, using either a Procurement Card or the Web Requisitioning systems.
2. Posting authority is granted for all research funds falling under a particular ORG as identified by the individual and Research Financial Services, or for a particular research fund(s).
3. All purchases by the individual must be supported by written documentation provided by the fund holder or delegated signing authority as follows:
   a. written purchase request with original signature
   or
   b. e-mail purchase request from fund holder
   or
   c. fund holder or delegate signature on original receipt.
4. In the case of Procurement Card purchases, FAST Purchasing Card reconciliations are to be completed and forwarded to the Business Office monthly on a timely basis. Consistent time lags in the submission of reconciliations may result in the loss of posting privileges.
5. In the case of Procurement Card purchases, the individual undertakes to ensure that the reconciliations use the correct fund/account combination for each transaction, as provided by the fund holder or delegated signing authority. Ensuring the accuracy of the data put into the system is the responsibility of the individual.
6. All supporting documentation authorizing the purchase to be attributed to a research fund is to be included with the original receipts that are forwarded with the Procurement Card reconciliation. In the case of purchases using the Web Requisitioning system, an electronic copy must be attached to the transaction. The same can be done in the electronic reconciliation of Procurement Card purchases in the FAST Purchasing Card system, but is not required.
7. Research Financial Services will review reconciliations and transactions on a sample basis to ensure that documentation authorizing the purchase has been included. Missing documentation will be noted and, if not rectified, may result in the loss of posting privileges.

By responding to this email, I acknowledge that I, ______________, employee ID _________, org requested_____ have read, understood and agree to the conditions outlined herein.