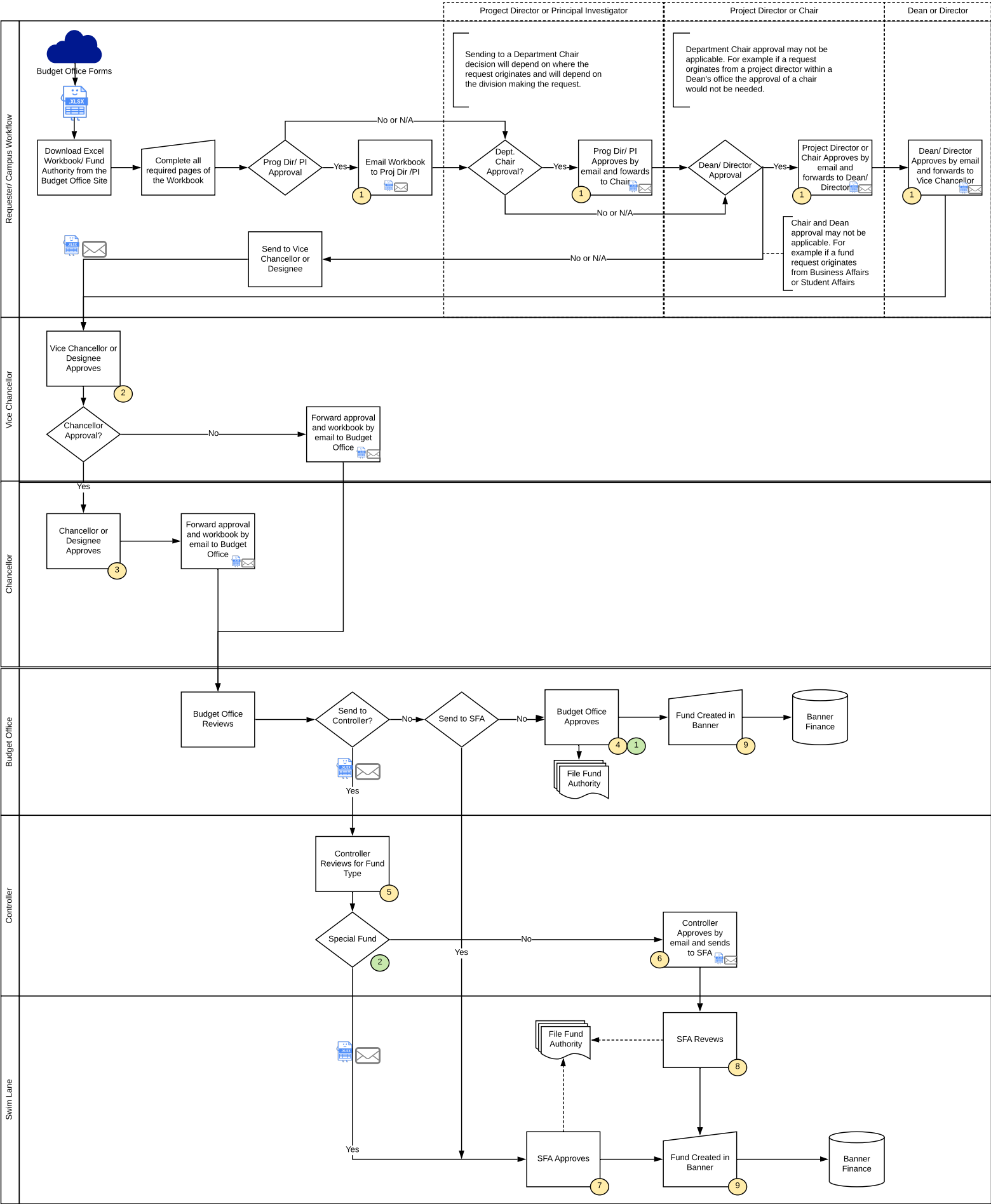


Appalachian State University: Fund Authority Form Workflow Using Email Approvals



# Internal Controls

- 1 Fund Authority requests may require multiple approvals at the department or college level
- 2 Fund Authority requests require Vice Chancellor (or designee) approval
- 3 Certain Fund Authority requests require Chancellor (or designee) approval
- 4 Budget Office reviews State fund requests for appropriate fund classification and set up, then approves for update in the Banner Finance System
- 5 Controller reviews for appropriate Trust fund classification for compliance and Financial Reporting
- 6 Controller approves institutional trust fund authority requests
- 7 Special Funds Accounting approves fund authority requests for certain types of Institutional Trust funds and ensures funds are set up appropriately for financial reporting and compliance reporting.
- 8 Special Funds Accounting fund authority requests for Institutional Trust funds to ensure funds are set up appropriately for financial reporting and compliance reporting.
- 9 Access to update funds in FTMFUND in Banner Finance is limited to authorized users

## Notes

- 1 Some fund authority requests involve org code changes. If there are positions tied to the fund and org code change payroll redistributions may need to be processed
- 2 Special Funds include but are not limited to: Contracts & Grants, Overhead Receipts, Recharge Centers, and Foundation Supported funds.