Account Manager Acknowledgement Form Externally Funded Programs

Name of Program: _____

Account Manager: _____

Externally funded programs are subject to the same budgetary and expenditure requirements as are the regular Educational and General Part I funds. Gifts, grants, contracts and cooperative agreements that are received by Southwestern Oklahoma State University become the responsibility of the University. University personnel are charged with ensuring that these funds are expended in accordance with any restrictions of an agreement and with all applicable policies and laws.

The Office of Business Affairs has been assigned the responsibility of ensuring that all University expenditures are properly made. In the interest of efficiency, account managers have been delegated the authority to issue small purchase orders, approve certain travel requests, and to hire student employees.

By signing this form, the account mangers declare that they have reviewed and understand the policies and procedures that apply to the expenditure of funds.

The maximum dollar limit for small purchase orders for this program is $1000.

_____

Signature of Account Manager

_____

Date