Manager’s Financial Responsibilities: School of Medicine and Health Sciences
Objective

To provide a high-level overview of managers’ financial responsibilities and the resources available to help them lead their team effectively.
Agenda

• Managers’ responsibilities
• Financial responsibilities
• Policies
• Questions
Managers’ Responsibilities

- Managing people and resources
  - Employee Handbook
  - Supervisor Guide
- Administering policies
  - GW Policies
- Performing financial responsibilities
Resources

- **Employee Handbook**
  - provides answers to FAQs and summarizes university policies.

- **Supervisor Guide**
  - created and maintained with the purpose of encouraging a culture of ethical, social, professional, and legal behavior.

- **GW Policies**
  - All university employees responsible for administrative supervision of other employees are expected to follow the conventions contained in this guide.
Financial Responsibilities

• Control and Monitor Expenses
• Annual Budget Development and Management
• Review Contracts
• 5-Year Budget Planning
• Strategic Planning
Control and Monitor Expenses

- Expense Reports
  - Timely approval, reasonable business expenses
- Procurement Procedures
- Invoice
  - Payment request reviews, approvals, and submissions
Annual Budget Development & Management

- Monitor the budget for your area(s) by reviewing monthly budget reports and tracking overall financial performance.
Contracts

- SMHS Contracting applies to departments/groups that do not have an approved process.
- OVPR, Procurement, GME, Health Sciences, IMP, academic affiliation agreements have processes in place.
- Only Dean or named designees have authority to sign contracts. Departments MAY NOT sign any external documents.
Contracts – cont.

• For assistance in developing and executing a contract, send available information to:
  SMHS_Contracts@gwu.edu
  You will be contacted by the SMHS Contract Team to discuss your needs
• Do NOT send contracts directly to OGC for review.
5-Year Budget & Strategic Planning

• Assist with the preparation of multi-year budget projections and annual forecasts
• Collaborate with the leadership in your organization on the priorities for your area(s) including major projects and initiatives
Quick Links

• Contracts
  https://procurement.gwu.edu/contract-process-guide

• Procurement
  https://procurement.gwu.edu/procurement

• Procurement Dollar Threshold Matrix
  https://procurement.gwu.edu/requirements-and-thresholds
Quick Links-continued

- Travel, Entertainment and Business Expense Reimbursement Manual

- Accounts Payable
  https://accountspayable.gwu.edu/

- ibuy+ Invoice
  https://accountspayable.gwu.edu/gw-ibuy-invoice-pilot
Quick Links-continued

• SMHS Guide for Approving Expenditures

\lead.gwu.edu\SMHS\GROUPS\SMHS_Financial\4. PROCEDURES\Training\SMHS Guide for Approving Expenditures 05.29.19.pdf
Policies & Responsibility

University policies work to:

- Convey the university’s mission and support the execution of its strategy
- Aid faculty, staff and students to clearly understand expectations for their actions
- Influence behavior and decision-making
- Foster a positive and respectful community environment, and
- Meet legal standards that apply to the university.
Example of When to Refer to Policies:

- An employee wants to engage a vendor where they previously worked and still have personal and professional connections.

-Conflict of Interest-

-Procurement-
Example of When to Refer to Policies:

- A researcher wants to sell a piece of lab equipment that is no longer used

  - Surplus University Property –

Note: if originally purchased with Federal $$, must also consider Uniform Guidance principles pertaining to equipment disposition and avoidance of fraud, waste and abuse
Example of When to Refer to Policies:

- You are engaging with an individual outside GW to perform services.
  - Worker Classification and Payment-
  - Procurement-
For More Information/Questions?

Visit the Finance Division webpage @ finance.gwu.edu

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SMHS Contacts

Visit the SMHS Finance webpage @https://smhs.gwu.edu/about/administrative-office-directory/finance-policies-forms

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