



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**

[https://ibuy.gwu.edu/sites/g/files/zaxdzs1276/f/downloads/Travel Entertainment and Business Expense Reimbursement Manual.pdf](https://ibuy.gwu.edu/sites/g/files/zaxdzs1276/f/downloads/Travel%20Entertainment%20and%20Business%20Expense%20Reimbursement%20Manual.pdf)

- **Accounts Payable**

<https://accountspayable.gwu.edu/>

- **ibuy+ Invoice**

<https://accountspayable.gwu.edu/gw-ibuy-invoice-pilot>



Quick Links-continued

- SMHS Guide for Approving Expenditures

[\\ead.gwu.edu\SMHS\GROUPS\SMHS Financial\4.
PROCEDURES\Training\SMHS Guide for Approving
Expenditures 05.29.19.pdf](\\ead.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-
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