

Dr. Troy D. Paino, President of the University of Mary Washington, has chosen you to serve as a Designated Signer for Finance.

As such, you are obligated to review and determine whether or not to sign certain Finance forms which require President, Designee, or Cabinet Member verification on the signature line.



Designated Signers have enormous influence on controlling the rise in University expenses. President Paino is relying on you to make prudent decisions by reviewing Finance forms before you sign.

Your signature verifies,
that to the best of your knowledge, expenses:

- ✓ Are essential and reasonable
- ✓ Support the mission of the University
- ✓ Abide by applicable Commonwealth laws and policies
- ✓ Are in accordance with internal rules and regulations
- ✓ Are free from fraud, waste, and abuse

Your Designated Signer responsibility is to act in accordance with the President's expectations of formal authority both internally and within the broader representation we have with the Commonwealth.

The University of Mary Washington can be defined as:

- A Public University - As such, UMW operates under the supervision of Commonwealth government and is funded, in-part, by tax dollars.
- A Public Corporation - Which was created by the Commonwealth to carry out the public mission and service of Higher Education. By statute, UMW is governed by the Board of Visitors (BOV).
- A Commonwealth Agency - Commonwealth agencies, to include our University, are defined as any commission, department, division, board, or organization of the Commonwealth of Virginia operating from Commonwealth funds.

Broad Hierarchy Structure

The governor issues executive orders that impact the operation of UMW.

Governor

The governor of Virginia is the CEO of the Commonwealth and resides over the three branches of government.

Commonwealth agencies fall under the executive branch of government.

Executive

Judicial

Legislative

The legislative branch is made up of the General Assembly.

Commonwealth
Agencies

General
Assembly

BOV
appointments are confirmed by the General Assembly.

University of
Mary
Washington

BOV

The appointment of the BOV is set forth by the Code of Virginia.

The Code of Virginia is a series of laws that establishes the legal framework for Commonwealth agencies.

University of Mary Washington

The BOV is empowered to establish the mission and purpose of the University.

Board of
Visitors

The President is appointed by the Board of Visitors (BOV).

President

The appointment is one of public trust, to ensure that the business of the University is carried out in a manner that is worthy of such trust.

Introduction to UMW Organizational Charts

Within the University, Designee and Cabinet members are purposefully synched to support University operations.

Organization charts are maintained for public review on the *About UMW* web page.

Each set of charts illustrates the reporting structure, departments, and staffing within each of the major Cabinet-level divisions.

<http://www.umw.edu/about/organizational-charts/>

Introduction to University Policies

UMW BoardDocs

- UMW BoardDocs is a central repository for BOV meeting notes and all UMW policies you support.
- The repository is easy to find with a simple web search.

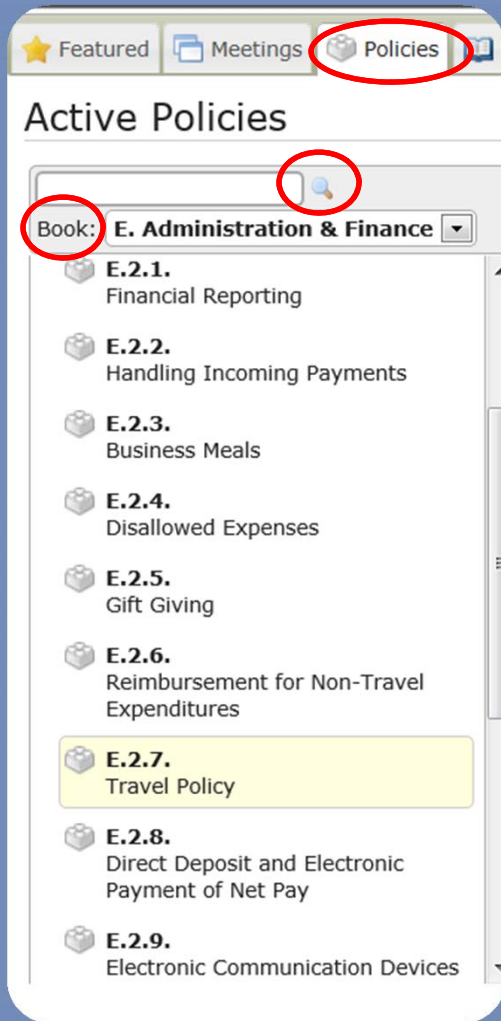


[University Policies](http://www.umw.edu/policies/)

Find a **policy** in BoardDocs or on the University **Policies** page, read about the latest new and revised **policies** on the **Policy** News page, or learn about the University **Policy** Committee.

<http://www.umw.edu/policies/>

Navigating University Policies



- Search the UMW website for BoardDocs
- Select the Policies tab at the top
- Once in BoardDocs, search under the book of Administration and Finance for the specific policy related to your inquiry.

Forms Requiring your Signature and Review

- ✓ Request for Travel Form

(only for excess lodging up to 150%)



- ✓ Reimbursement Request Form

(only for reimbursement requests that exceed \$100)



- ✓ Business Meal and Food Approval Form



- ✓ Moving and Relocation Agreement Form



- ✓ Moving and Relocation Expense Summary Form

Request for Travel Form

*Form must be completed in **advance** of travel purchases.*



Designated Signer's signature on this form is required only when lodging expenses exceed the Commonwealth's allowed rates.

- ✓ Proper business justification on the form and the President or Designee's signature are required to approve lodging up to 150% of Commonwealth's allowable rate.

Reimbursement Request Form



Designated Signer's signature is required only when reimbursements exceed \$100.

- Non-travel related reimbursements are acceptable only when use of UMW credit cards or other payment and procurement methods were not an option. Non-travel related reimbursements should only be used in emergency situations.
- See <http://adminfinance.umw.edu/ap/credit-cards/> for information on available credit cards.

Business Meal and Food Approval Form



Designated Signer's signature is required on **all**
Business Meal and Food Approval forms.

- Valid University purpose/topic must be documented.
- Meal attendees must be listed.
- Meals should be with at least one non UMW employee or guest, **or** must include at least one person from a President's Cabinet Member area other than the requesting department's Cabinet Member Area.
- If you are attending the meal, you cannot sign as the Designated Signer.

Your signature verifies appropriate business justification.

Retirement parties, birthday parties, etc. are **not** allowed expenses.

Moving and Relocation Agreement Form

A President's Cabinet Member or Academic Dean's signature is required on this form.



Restrictions include, but are not limited to:

- IRS mileage limitations restrict offering
- Candidates must be new to UMW
- Form must be completed and returned in advance of any moving or house hunting expense



Additional restrictions may be found on the <http://adminfinance.umw.edu/ap/> webpage.

Moving and Relocation Expense Summary Form

Designated Signer's signature is always required.



This form is completed by Accounts Payable after:

- The move has taken place
- All required documentation, forms, and receipts have been returned to Accounts Payable

What can a Designated Signer **not** Sign?

- Your signature does **not** authorize you to sign procurement documents, such as contracts.
 - University officials with authority to sign these documents are listed on the signature card maintained on the Procurement Services website.

Designated signature does **not** guarantee monetary reimbursements, approve unallowable expense, or serve as final audit review.



The Accounts Payable Website is an Essential Resource

[Travel](#) [Credit Cards](#) [Payment Options](#) [Reimbursements](#) [Business Meals](#) [Gifts](#)

Forms

- [Frequently Asked Questions](#)
- [Student Activities and Engagement](#)
- [Moving and Relocation](#)
- [Designated Signers for the President](#)
- [Request Corrections to Expenditures](#)
- [Wire Transfers](#)
- [External Grant Expenditures](#)
- [Contact Us](#)
- [How Are We Doing?](#)
- [Finance Departments](#)

Access pertinent information such as:

- Form requirements
- Applicable rules and regulations
- Detailed instruction on form completion
- Links to applicable Commonwealth regulations

Need More Help?

Forms

Frequently Asked Questions

Student Activities and
Engagement

Moving and Relocation

Designated Signers for the
President

Request Corrections to
Expenditures

Wire Transfers

External Grant Expenditures

Contact Us

How Are We Doing?

Finance Departments

Can't find what you need or have additional questions?

All Finance sites have a **Contact Us** section that provide names and numbers of appropriate contacts.

A variety of training options can be found at:
<http://adminfinance.umw.edu/tess/finance-training/>

What is Fraud, Waste and Abuse?

- Intentional deception
- Incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls
- Excessive or improper use of something
- The intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of Commonwealth resources
- Intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of the Commonwealth's resources
- Extravagant or excessive use as to abuse one's position of authority



Examples of Fraud, Waste, and Abuse

Personal use of:

- ✓ Commonwealth-owned vehicles
- ✓ Commonwealth Telephones
(Including Long Distance & Personal Calls)
- ✓ Commonwealth Owned Supplies or Equipment



- Excessive or Unnecessary Purchases

Examples of Fraud, Waste and Abuse

Falsification of Official Documents
(*timesheets, leave reports, travel vouchers, etc.*)



Conducting Personal Business on Commonwealth Time



Inappropriate Expenditures



Embezzlement

Management override of internal control increases the risk of fraud.

According to the American Institute of Certified Public Accountants (AICPA) and the Association of Certified Fraud Examiners (ACFE), it is imperative that management uphold the internal controls and financial standards that are in place.

The AICPA and ACFE, along with other organizations, published a document titled [MANAGEMENT OVERRIDE OF INTERNAL CONTROLS: The Achilles' Heel of Fraud Prevention.](#)

The Commonwealth and the University Support Transparency and Compliance in Government Operations

Commonwealth Data Point

<http://apa.virginia.gov/>

A data center for the Commonwealth's operations.

Links into Commonwealth Data Point can be seen throughout the UMW websites.



The Freedom of Information Act (FOIA)

http://www2.gwu.edu/~nsarchiv/nsa/foia_user_guide.html#soal1

People of the Commonwealth are allowed ready access to public records.

Agency Risk Management and Internal Control Standards (ARMICS)

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/10305.pdf

Internal control requirements under the Code of Virginia, §§ 2.2-800 and 2.2-803.

Non-compliance can jeopardize University funding!

In Conclusion

As an agency of the Commonwealth of Virginia, UMW has a public obligation to ensure that all expenditures are essential and reasonable and that they support the mission of the University.

UMW's records are open to the public and must be able to sustain the test of public review. You are encouraged to direct questions of policy to the appropriate individuals or departments listed in this document.

Please navigate back to your email from us to access the quiz/review.