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MEMORANDUM

TO: All Medical Center Faculty and Staff

FROM: John F. Williams, MD, EdD, MPH *JKP*
Provost and Vice President for Health Affairs

RE: Medical Center Financial Controls

DATE: November 10, 2008

This memorandum is to reinforce several financial controls that currently are in place to safeguard Medical Center assets.

The document titled "Policies for Operational and Designated Funds" lays out Medical Center policies regarding various types of expenditures, such as travel, entertainment, laptop computers, memberships and subscriptions. It includes policies and procedures relating to Educational and Research (E&R) funds, endowments, and bridge support funds. It should be used as a guide to ensure that expenditures are reasonable, for a necessary business purpose, and reflect sound practice and common sense. This document will be distributed to all Medical Center faculty and staff and can also be found on the web page of the Vice President for Health Affairs (VPHA) at <http://inside.gwumc.edu/vpha/forms/Policy-Matrix-2008-09-04.pdf>.

The Signatory Control Matrix outlines the approvals required for selected expense accounts. Any expenditure against these accounts requires the review and approval of the Entity Head and, in some cases, the VPHA. This document is located at http://inside.gwumc.edu/vpha/forms/signatory_controls_-_C-funds_-_R1.pdf.

For any travel and special events, expense justification forms must be submitted and approved in advance and before any Medical Center funds are expended or committed. Requests for reimbursement must be made within 30 days of the event or return from travel and must include original itemized receipts. Failure to abide by these policies may result in rejection of the reimbursement request, in which case it will be the responsibility of the individual to cover the expense.

The Procurement Card (P-Card) is not authorized for travel and entertainment expenses in the Medical Center. P-Card charges must be settled within 15 days following the end of the billing cycle, with all required documentation submitted to the P-Card office. Please refer to the Procurement Department's web page for policies and procedures regarding the P-Card at <http://www.gwu.edu/~supchn/pcard.htm>. Failure to adhere to P-Card policies and procedures will result in the suspension or cancellation of the cardholder's P-Card.

If you should have any questions about Medical Center financial policies and procedures, please contact your Entity Financial Director.

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