

Attachment to Operating Funds Signatory Controls Pre-Approval, Revised Effective 12/31/2005

ALL EXPENDITURES MUST CONFORM TO THE MEDICAL CENTER POLICY LOCATED ON THE POLICY MATRIX: <http://inside.gwumc.edu/vpha>

Account #	Title	Description	Form need for pre-approval	Pre & Post Entity Head Approval & Limit	Pre & Post VPHA Approval
521xx	Leases	See Supply Chain Web Page http://eas.gwu.edu/home/support/procedures/supplychain/Policy/Policy/Lease_Policy.pdf . Approval required prior to committing funds.	Memo written to VPHA	YES	YES
52211	Memberships	The cost of dues, memberships, and initiation fees in technical, professional, and business organizations. See Medical Center Policy Matrix.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
52221	Subscriptions	Periodicals, reference materials, books, information services, and other publications used for technical, professional, and business purposes. See Medical Center Policy Matrix.	Subscription Assessment Form ---- http://inside.gwumc.edu/vpha/forms/subscription_assessment_form.pdf	YES	YES
52612	Special Events and Business Relations	Expenses incurred by employees for entertainment of customers, vendors, applicants, or other business associates. Also include student orientation, graduation and other student events. See Medical Center Policy Matrix.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$100
52615	Employee Special Activity	Expenses related to employee related functions. See Policy Matrix.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$100
52191	Lab Furniture and Equipment (non-capitalized)	Furniture and equipment used for instructional or lab purposes with a per item value of less than \$2,500.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
52193	Computer Equipment (non-capitalized)	PCs, printers, scanners, and other peripheral equipment with a per item value of less than \$2,500. Regardless if PCard purchase.	Computer Assessment Form----- http://inside.gwumc.edu/cass/forms/CASSForm.pdf	YES	YES
52196	Office Furniture and Equipment (non-capitalized)	Office furniture and equipment with a per item value of less than \$2,500. Regardless if Pcard purchase.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
53251	Conference/Seminar Expense	Expenditures associated with the payment of registrations, seminar fees, tuition or fees for professional meetings or courses attended by GW Medical Center employees. See Medical Center Policy Matrix. Regardless if Pcard purchase.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
53101-53111	Domestic Travel	Expenditures associated with travel by GW Medical Center employees within the United States, including Puerto Rico. Also, expenditures associated with travel by GW Medical Center employees within the Washington metropolitan area which does not involve an overnight stay. Do not use this account for registration fees for conferences, seminars, or similar activities (see Account 53251). Consultant's travel costs paid by the GW Medical Center will be charged to account 55112, Consultants Travel. See Policy Matrix. See University travel policy. http://my.gwu.edu/files/policies/TravelandEntertainmentPolicy.pdf	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
53145-53112	Foreign Travel	Expenditures associated with travel by GW Medical Center employees outside the United States, with the exception of Puerto Rico, which is considered domestic travel. Do not charge registration fees for conferences, seminars, or similar activities to this account. Do not charge consultants' travel paid by GW Medical Center to this account. See Policy Matrix. See University travel policy http://my.gwu.edu/files/policies/TravelandEntertainmentPolicy.pdf and University International Travel Policy http://my.gwu.edu/files/policies/IntlTravelFINAL.pdf	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	> \$1,000
58xxx	Capital Expenditures	Purchase of Furniture & Equipment exceeding \$2,500 per item. http://my.gwu.edu/files/policies/FurnitureandEquipmentCapitalizationThreshold.pdf	Capital Expenditure Request form----- http://inside.gwumc.edu/vpha/forms/capital_expenditure_request.pdf	YES	YES
Varies	Travel advances	See GW University Travel Policy, http://my.gwu.edu/files/policies/TravelAdvancePolicy.pdf . Expense Justification must be completed.	Travel Authorization/Advance Request/Expense Report http://eas.gwu.edu/home/forms/sc/travel.pdf Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf	YES	
ALL	R Funds	All R Funds expenditures must be pre-approved.	Expense justification form----- http://inside.gwumc.edu/vpha/forms/justification_expense_form.pdf Capital Expenditure Request form----- http://inside.gwumc.edu/vpha/forms/capital_expenditure_request.pdf Computer Assessment Form----- http://inside.gwumc.edu/cass/forms/CASSForm.pdf Justification for Filling a Vacant Position http://inside.gwumc.edu/vpha/forms/justification_reestablish_position.pdf	YES	YES

Entity Head / Appointee		
SMHS	Jim Scott	Ross Hall, Suite 713 West
SMHS/HSP	Jean Johnson	GW Hospital, Suite 6165
SPHHS	Ruth Katz	Ross Hall, Suite 106
Research	Anne Hirshfield	Ross Hall, Suite 712
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