

Financial Services Manual (FIN)

FIN 102–01: General University Resources

Effective: 1/15/1990

Revised: 7/1/2025

Purpose

To identify approvals required for the use of General University resources.

Source

University policy

Applicability

ASU cost centers, departments, or units that receive General University resources.

Policy

General University Resources

General University resources constitute all central funds (e.g., tuition, state investment, institutional royalty fees, investment income) held within General University accounts in ASU's financial systems. Working Group Finance, chaired by ASU's president, governs the use of all General University resources.

The ASU Office of Planning and Budget (OPB), acting as an agent of Working Group Finance, is responsible for managing the allocation of all General University resources for operating purposes. OPB's authority includes determining the fund type for allocation and it may require the use of specific chart of accounts elements to facilitate the tracking and reporting of General University resources. Likewise, ASU Financial Services is responsible for managing the allocation of all General University resources for capital purposes, in accordance with the will of Working Group Finance.

All ASU cost centers, departments, or units that are seeking an increase in General University resources, or the continuation of previously committed one-time, or fixed-term, General University resources, should first seek an endorsement from the head of the unit (at, or above, the level of dean or vice president) requesting the funds. Subsequently, all ASU cost centers, departments, or units are required to receive prior written approval from management (i.e., at the director level or above) within the ASU Office of Planning and Budget. OPB's approval must be communicated before any budgeted, forecasted, or realized commitment, transfer, allocation, distribution, or granting of expenditure authority of any fund type from a General University account to a non-General University account.

Furthermore, the establishment of new internal financing agreements that use General University resources, or changes to existing internal financing agreements that use General University resources, require prior written approval from the ASU Executive Vice President, Treasurer and Chief Financial Officer.