

Subject: Immediate Restrictions on RFP Processing – Emergency Measure
From: Controller's Office
Date: 3 January 2018
To: All Finance Staff, Department Heads
Category: Urgent Operational Update

Dear Colleagues,

Due to a recent discovery of **non-compliant disbursements** during the Q4 closeout process, the university is instituting **temporary restrictions** on RFP (Request for Payment) submissions effective **8 January 2018**.

What Is Changing

Effective immediately, the following constraints apply:

- RFPs missing **project code, task, or justification comment** will be **rejected automatically**
- Any submission over **€500** will require **manual review by financial controller**
- **Re-submissions** of previously rejected RFPs must include a reason code

These measures are being implemented under Article 17 of the internal spending directive.

Scope and Timeline

- **Applies to:** All cost centers and projects
- **Duration:** Until further notice (minimum 60 days)
- **System support:** Flags and hard stops will be added to the portal on 8 January

We appreciate your understanding as we restore compliance confidence in our RFP processing pipeline.

Sincerely,
Nico Wessling
University Controller