

Subject: Introduction of Pre-Approval Stage for Request for Payment Submissions
From: Office of Compliance and Risk Mitigation
Date: 14 December 2017
To: Department Finance Officers, Project Leads
Category: Procedural Policy Update

Dear Colleagues,

To align with the **Internal Audit Directive #42/2017** and reduce risk exposure related to grant-funded disbursements, we are introducing a **mandatory pre-approval step** for all **Request for Payment (RFP)** submissions.

This step must occur **before supervisor sign-off**, and will be enforced via process controls starting in January 2018.

Key Issues Identified

The audit review found several RFPs processed with:

- Unmatched project and task codes
- Costs booked outside eligible timeframes
- Supervisor approvals with insufficient supporting documentation

As these trends create compliance vulnerabilities, a **risk mitigation layer** is now required.

New Approval Structure (Effective 2 January 2018)

1. **Employee Submits Request**
2. **Review by Pre-Approver**
 - Must be a designated financial reviewer within the unit
 - Verifies metadata and eligibility
3. **Final Approval by Supervisor**
4. **System Payment Trigger**

This new step applies to **all projects**, including internal cost centers and third-party funded activities.

For questions or designation of your unit's pre-approver, please contact riskcontrol@university.edu.

Sincerely,

Dr. Helene Bachmann

Director of Compliance Operations