Approver/PI Certification

Three scenarios exist; these vary with the role of the reconciler.

1. No reconciler exists. When the approver/PI does not have administrative support, certification means the approver/PI has completed a systematic review of Banner financial activity to verify that all charges and credits are reasonable, usually comparing to source documentation to confirm accuracy of postings and identify expected transactions that have not yet occurred. If the approver has personal knowledge of the transactions that posted, comparison to source documentation may not be required; but he/she must be able to identify expected transactions that have not posted. Certification also means the approver/PI has determined that all expenditures are for the intended purpose of the grant or contract in accordance with sponsor requirements as well as university policies and procedures. All discrepancies must be resolved within thirty days of review.

2. A reconciler exists, but this individual is not in a position to: a) have first-hand knowledge of the terms and conditions underlying the grant or contract and/or, b) analyze transactions within this scope of reference. The reconciler has completed a systematic review of Banner financial activity to verify that all charges and credits agree with source documentation where appropriate and to identify expected transactions that have not yet occurred. Certification means the approver/PI has reviewed the list of transactions by account code and determined that all expenditures are for the intended purpose of the grant or contract in accordance with sponsor requirements as well as university policies and procedures. All discrepancies must be resolved within thirty days of review.

3. A reconciler exists who is in a position to have first-hand knowledge of the grant or contract and analyze transactions within this scope of reference. The reconciler has completed a systematic review of Banner financial activity to verify that all charges and credits agree to source documentation where appropriate and to
identify expected transactions that have not yet occurred. The approver/PI has regular contact with the reconciler to resolve charges that appear unusual. All discrepancies must be resolved within thirty days of review. Certification means the approver/PI has reviewed a summary level financial report that includes fund number and name, start and end dates, budget, expenditures, encumbrances, and available balance, separated by direct and indirect (F&A) classifications.

NOTE: In all situations, the PI must sign and date the reconciliation to certify that all charges and credits are allowable, allocable and reasonable. The PI may not delegate this responsibility.