

# The University of Arizona Budget Authority

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## BUDGET AUTHORITY

Agreements with non-federal and foreign sponsors can be risky as the sponsor may default on the agreement refusing to pay outstanding invoices. Attempts to collect are not always successful and legal action is normally too expensive to pursue. Since the lead unit and college are responsible for expenditures greater than receipts, a cash monitoring plan should be established. Two budget load options are available to support the cash monitoring plan.

Two budget load options are available to support the cash monitoring plan. Select one option below.

- Cash budget load option (default option): Sponsored Projects Services (SPS) will load budget as cash is received. If a department will incur expenditures greater than cash received, a backstop will be required. The lead unit will receive monthly budget deficit notices when expenditures exceed receipts. SPS will notify the lead PI, unit, and college of unpaid invoices greater than 90 days past the date the invoice was submitted for to the sponsor.
  
- Full budget load option: SPS will load the full budget listed in the award documents. A separate backstop is not required to incur expenditures greater than cash received. The lead unit will not receive monthly budget deficit notices until expenditures exceed the full budget. Sponsored Projects will notify the lead PI, unit, and college of unpaid invoices greater than 90 days past the date the invoice was submitted to the sponsor.

If it is determined that the amounts are uncollectible, the lead unit will be required to move unfunded expenditures to a cost share account funded by an unrestricted account within the lead unit. If the unit fails to move expenditures, Sponsored Projects will move the expenditures on behalf of the lead unit. The backstop account, the account listed on this form, or continuation account listed in UAccess Financials will be used to fund the uncollectible expenditures.

Unrestricted Account: (account that will be used to cover expenses if payment is not received from the sponsor)

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**The college and department acknowledge the current payment terms for the above referenced project do not meet the University Non-Federal Payment Policy and accept responsibility for any cash deficit that may result from performing this project. If we opt to have the full budget loaded into the financial system, we have evaluated the risks associated with the sponsor, and we have established a plan to monitor the cash balance.**

_____ Lead Principal Investigator	_____ Date	_____ Department Head/Lead Unit *	_____ Date
_____ College Dean/Lead Unit*	_____ Date		

\*If signature is delegated, individual must have authority to make financial commitments for the unit.

Fax completed form to the Sponsored Projects Services  
(520)626-4137  
or email scanned copy to  
[sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu)