Finance Policy: Financial Management of E-Campus Projects

Type of Document:	Policy
Purpose:	The policy provides the financial rule and regulations applicable to e-Campus cost points
Approved by:	Finance Committee
Date of Approval:	2009/05/04
Date of Implementation:	2009/05/04
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner[1]:	Chief Operating Officer
Policy Curator[2]:	Chief Director: Finance
Keywords:	Financial Management, e-Campus, e-Campus cost points
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

---

[1] Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

[2] Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

8.2
FINANCIAL MANAGEMENT OF e-CAMPUS PROJECTS

Policy Number: 008A/06/04

Scope: The policy provides the financial rules and regulations applicable to e-Campus cost points.

Policy:

RULES FOR ALL e-CAMPUS COST POINTS

- Financial rules, as set out in the documents "Principles of Financial Management" are applicable to all e-Campus cost points.
- No overspending is permitted.
- No transfers between cost points are permitted.
- No post that cannot be afforded from operating costs after the completion of the project may be created.
- Contracts may not be concluded before the budget for the project has received final approval from the Project Council, and then not for longer than provided for by the allocated budget for the project.

RULES SPECIFICALLY FOR FACULTY COST POINTS

- Faculty cost points are also subject to the general rules for e-Campus cost points.
- Entertainment costs may not be recouped from faculty cost points.
- All payments have to be approved by the Dean or his/her deputy.

ALL OTHER e-CAMPUS COST POINTS

- Entertainment costs may not exceed 5% of the project's budget.
- Spending must correspond to the items indicated in the budget. The project manager is responsible for ensuring that this correspondence is evident.

PROCEDURE FOR REQUESTING AN EXCEPTION

- NB: No exception to Rule 1 (under Rules for all e-Campus cost points) is permitted.
- The project manager directs the request, with motivation, to the relevant steering committee (obtain form from Projectus Office).
- If approved by the steering committee, the project manager sends the request, motivation and recommendation of the steering committee to the Projectus officer (ecampus@sun.ac.za).
- The Projectus Office submits the request to the owner of the e-Campus Initiative (Professor Liesbeth Botha).
- The Projectus Office sends the response to the request to the project manager.
- If the request meets with approval, the Projectus Office sends the request to Financial Services by e-mail. Details concerning the amount and cost points in question will be indicated in the e-mail message.

NB! Project managers or owners may not contact Financial Services direct.

Contact Division:
Projectus Office