

## **RSA Financial Responsibilities**

The RSA accounts need to be managed with the same financial management diligence as exercised with all ARS accounts. Requisitions for all goods and services purchased through the RSA will be logged as they occur. All RSA accounts must be reconciled with the University Ledgers within two weeks of receipt and verified with the University Monthly Management Report by the ADODR. The AO is the ADODR for the RSA, and as such, is legally responsible for the financial management of the agreement. Therefore, the RLs must work with the AO to determine Location personnel roles and responsibilities for the best management of the Research Support Agreement.

Overestimates occurring at the end of the past fiscal years can lead to programmatic dollars lost due to inefficient fund management. Underestimates occurring at the end of the fiscal year have heightened HQTRS awareness of Area fund control deficiencies. Both overestimates and underestimates do not reflect a clear final status of Location CRIS activities.

The following is a listing of mandatory responsibilities for Location personnel involved in the financial management of the RSA:

### RL Responsibilities:

- RLs plan for goods and services to be obtained via the RSA during the ARMPS cycles using the ARMPS Form ARS-550. AD approval constitutes certification that the intended use of the RSA is in accordance with ARS and MWA policy.
- RLs use AD-700s to request goods and services via the AO. The initial FY AD-700 and task order should match the ARMPS Form ARS-550. The following minimum details are required on AD-700s:
  - Description and amount of supplies and materials requested.
  - Description and amount of services requested.
  - Listing of occupational categories with corresponding duties and qualifications or personal services requested.
  - Dates or timeframes for delivery of goods or performance of services.
  - Accounting Code(s).
- RLs certify receipt of goods and services including quantity and quality by reviewing and signing each University of Monthly Management Report.

### AO (as ADODR) Responsibilities:

- The AO is administratively responsible for receiving, reviewing, and determining appropriateness of requests received from the RLs for acquisition of goods and services.
- The AO verifies the accuracy of the University Monthly Management Reports based upon documentation (i.e. receipts, packing slips, delivery tickets, work orders, etc.).
- The AO manages funds including obligation and deobligation of funds during the fiscal year with a frequency to deter over-obligations and under-obligations on account balances.

As a reminder, the following RSA agreement policies must be emphasized and followed:

1. The RSA shall not be used to avoid or circumvent established Federal procurement, property, or personnel procedures.
2. The RSA shall not be used to give a particular person a temporary or intermittent appointment in anticipation of a Federal appointment.
3. The RSA shall not be used to avoid competitive Federal employment procedures.
4. Payments to the University are made for **actual direct costs** incurred, open blanket arrangements within the RSA accounts are not allowed.