

Financial Affairs Decision-Making Framework

	Financial Affairs					UTSA Leadership		
REQUESTS	Department Leader	Budget & Financial Planning	FA Leadership Team	FA Operations Team	SAVPFA	EVPBA	President, UFT, Leadership, Deans or Acad. Council	Share & Communicate to
Departmental unusual or significant purchases: e.g., vehicles, computers	Start		Review		Approve			FA Leader & Department Leader
Department budget changes: e.g., request increase for institutional services contract			Start/Review		Review	Approve		FA Leader & Department Leader
University process changes: e.g., new software, process automation	Start		Review		Approve	Approve		BA leadership, BSC group, UFT, ULC
University guideline & training changes	Start		Review	Review	Approve			Financial Area Representatives
Departmental policy: e.g., hybrid work schedules, customer service standards			Start/Review		Approve			Financial Affairs Division
Communications: e.g., campus emails, presentations	Start		Start/Review	Review	Approve			BA Strategic Communications (as needed), various
Financial Affairs Division Communications				Start	Approve			Financial Affairs Division
University budget impacts & funding decisions: e.g., merit for faculty and staff, tuition and fee increase		Start			Review	Review	Approve	Cabinet, ULC, campus constituency groups (e.g., Faculty Senate, Dept Chairs Council, Staff Senate, SGA)
Compensation changes: e.g., new positions, reclassifications, permanent compensation changes	Start		Review		Approve	Approve		FA Leader, Department Leader, Employee

LEGEND: BSC – Business Service Center • UFT – University Financial Team • ULC – University Leadership Team • SGA – Student Government Association • EVPBA – Executive Vice President for Business Affairs • SAVPFA – Senior Associate Vice President for Financial Affairs