### Financial Affairs Decision-Making Framework

<table>
<thead>
<tr>
<th>REQUESTS</th>
<th>Financial Affairs</th>
<th>UTSA Leadership</th>
</tr>
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<tbody>
<tr>
<td>Department Leader</td>
<td>Budget &amp; Financial Planning</td>
<td>Financial Affairs Division</td>
</tr>
<tr>
<td>Department Leadership Team</td>
<td>FA Operations Team</td>
<td>EVPBA</td>
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<tr>
<td>SAVPFA</td>
<td>EVPBA</td>
<td>Financial Affairs Division</td>
</tr>
<tr>
<td>President, UFT, Leadership, Deans or Acad. Council</td>
<td>Share &amp; Communicate to</td>
<td></td>
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#### 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**
- **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**

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**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