



Fund Authority

The university or affiliate position(s) that may access a foundation-held fund. Fund authority grants access to the Ali+NUFFO system so users can view and manage their foundation-held funds and thank donors for their gifts. A [Fund Authority Form](#) allows users to request or update their NUFFO access and contact information, including the email address to which approval notification emails will be addressed.



Spending Authority

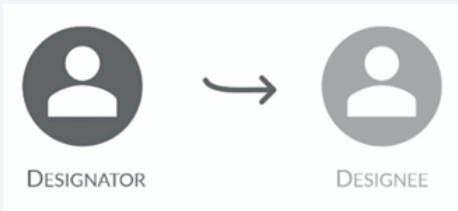
The position authorized to approve expenditures from a foundation-held fund. The spending authority may be held by a specific person in a particular role or by multiple positions on different parts of campus.

- Every time a request for funds is submitted to the foundation, the proper spending authority (or authorities) must approve each expenditure, according to the provisions identified in the Fund Summary Memo.
- Spending authority may be designated, if permitted by the fund governing document (see below). To request this change, submit a Fund Authority form (this process is separate from the request process).
- Spending authorities have one additional resource available to them (in lieu of spending funds), and that is to submit a [Request for Reinvestment](#) (via email). On the rare occasion that a permanently endowed or quasi-endowed fund's spendable balance has grown quite large and there is no plan to spend down the balance, it is possible to request to have some or all of the spendable balance reinvested back into the endowed portion of the fund. If a fund is permanently endowed, this action is irreversible.
- [Approval of Personal Reimbursement](#) form. When an employee is requesting reimbursement from a fund, the request must be approved by the employee's direct supervisor. This form must be completed and attached to any NU Foundation Funds Online (NUFFO) electronic payment request in which an employee is requesting reimbursement.



Viewing Authority

This authority grants view-only fund access and is automatically granted to anyone in the organizational hierarchy who is higher ranking than the spending authority. In practice, this means that if a fund's spending authority is assigned to a chair, then the dean, the vice chancellor of academic affairs, and the chancellor of that campus — and all of *their* viewing and spending designees — will automatically be able to view the fund.



Designated Authority

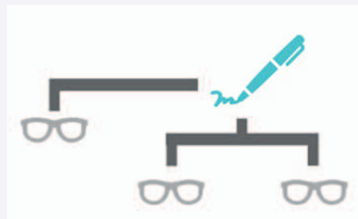
The term *designated* is used whenever an authority requests to artificially change NUFFO's default fund accessibility. A designator grants access to a designee.



Designated Spending Authority

A spending authority may potentially grant designated spending authority, either to all funds accessed by a NUFFO user or on a fund-by-fund basis. Situations and alignment can change over time, and sometimes a fund's authority needs to be updated.

- If the fund agreement allows, it *may* be possible for a spending authority to grant additional spending authority to a different position better able to make use of the fund. In this case, the spending authority retains full signatory rights and grants them to another position (person) who may *optionally* sign to approve expenditures.



Designated Viewing Authority

A spending authority may grant designated viewing authority to anyone else on their team (such as a lateral colleague, campus business manager or other support staff member) who will help manage their funds. This type of permission grants viewing access **to all funds in a spending authority's portfolio** to any other NUFFO user. Designated viewing authority cannot be assigned on a fund-by-fund basis.



Dual Authority

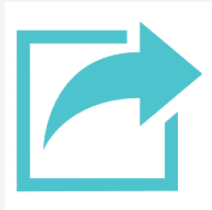
In rare instances one fund might have multiple spending authorities, such as when a fund benefits two different parts of campus. In this case, the spending authorities must work together to ensure the fund is used as intended and not overspent. Importantly, a fund may also require more than one signature (which means that if a fund has dual authorities, both signatures may or may not be required). Consult the Fund Summary Memorandum or the Fund Authority tab on a NUFFO fund record to determine whether multiple spending authority signatures are required.



Vacant Authority

When a spending authority leaves, the ability to spend that fund is temporarily suspended until either an interim is placed or the position is filled. Helpfully, if a designated spending authority was previously appointed, expenditures may still be approved by that authority. Fund permissions for designated authorities remain unchanged in the system and await the filling of the vacation position, at which time the new authority may specify any changes to the viewing and/or spending of the funds in their portfolio.

REQUEST ROLES



Request Creator

Any NUFFO user (with any type of fund authority) may create a request. The first step is to add a request, which must be added then saved as a draft before moving it forward in the approval process.

Once ready to submit, the approver *edits* the request and updates its status to move the request to the next step in the process.

- **Only the request creator may edit a request.** For security and audit purposes, approvers are unable to make edits to requests.



Approvers

The NUFFO request process uses a pre-built approval workflow which changes based upon user inputs. The initial approver is always the Spending Authority(-ies). If a student receives a benefit payment, financial aid approval will automatically be added to the workflow. If the request includes an award to a staff member, campus payroll will automatically be added to the workflow. Requests automatically work their way through all required layers of approvals, meaning that **any approver need only accept or reject a request through the lens of their own seat, and may trust other approvals will be sought if/as needed** (based on request creator inputs). At any time, any approver can:

- **Approve** the request (and move it forward in the workflow process)
- **Reject** the request (which moves the request back to the request creator, who may edit the request to provide additional information and resubmit the request, or cancel the request)
- Note: Upon rare occasion, **the request creator may be the same individual as the spending authority.** In this uncommon situation, the user would draft the request as creator, move its status to spending authority in review, then complete the approver step as spending authority.
- **Cancel requests.** The Request Creator, or the approver in whose pending queue the task resides currently resides or UNF finance can cancel a request that is no longer needed.
- **Restore requests.** A canceled request can be reinstated by the person in whose workflow the pending queue the task currently appears. Alternately, email fundmanagement@nufoundation.org to request the restoration of an request not in your queue.

Last updated 8/23/2023 by training@nufoundation.org.