

TITLE 131
PROCEDURAL RULES
WEST VIRGINIA BOARD OF DIRECTORS

SERIES 8
POLICY REGARDING PROCESSING OF FORMS AND DOCUMENTS
FOR ENCUMBERING AND EXPENDING FUNDS

§131-8-1. General.

1.1. Scope. -- This rule establishes the procedure for encumbering and expending funds.

1.2. Authority. -- W. Va. Code §18-26

1.3. Filing Date. -- January 2, 1982

1.4. Effective Date. -- March 2, 1982

§131-8-2. Policy.

2.1. BE IT RESOLVED, That as of July 15, 1981, all state forms and source documents related to the encumbering and expenditure of funds appropriated and allocated to each institution by the Board of Directors, excluding those for leases and consultant services agreements in amounts exceeding two thousand dollars (\$2,000), and computer equipment purchases, shall be submitted by each institution directly to the appropriate department or agency of state government for processing. All pertinent documents related to the excluded items shall be submitted to the Board office for approval and processing. In no case, regardless of sources of funds or encumbrance/expenditure category, shall commitments be made beyond the period of a fiscal year except with explicit Board approval; and

2.2. RESOLVED, That all forms and source documents related to capital outlay expenditures shall be submitted to the Board's office for approval and processing; and

2.3. RESOLVED, That the president of each college or university may authorize persons in addition to himself to sign and submit pertinent

forms and documents for processing. **Provided,** That a list of those persons so authorized is approved by and on file in the Board's office at all times.

2.4. BE IT FURTHER RESOLVED, That the president of each institution shall insure that the submission of all forms and documents by his institution shall adhere to all state statutes and state regulations and all Board of Directors' policies, rules, regulations and procedures.