

Financial Operations Policy on Policies

Policy Owner

Vice President and Chief
Financial Officer/Treasurer

Policy Contact

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Financial Officer/Treasurer

Date Revised:

September 21, 2020

Effective Date:

September 21, 2020

Policy Statement

Bentley University financial policies relate to the financial operation of the University. The policies are created, updated, and published through the Office of the Vice President and Chief Financial Officer, which is responsible for leading the financial operation and fiscal control, of the University.

The Director of Risk Management and Financial Policy, in coordination with responsible office department heads and subject matter experts, will ensure that policies are developed and/or updated in a timely manner. A formal review of the policies will be conducted periodically to ensure that if any updates are needed, they are made accordingly. Annually, the Director of Risk Management and Financial Policy will request that the responsible policy owner confirms that their policies have been reviewed and updates communicated as necessary.

The policies are directed to those administrators who have responsibility for the financial operation of the University. The policies delineate responsibility, authority and accountability. It is the responsibility of all administrators with financial responsibility to understand the financial policies in order to provide proper guidance to all University employees within or under their direction. It is the responsibility of every University employee to follow the stated policies where applicable.

Policies will be available at the Financial Operations website at

www.bentley.edu/offices/financial-operations/policies