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EAST TENNESSEE STATE  
UNIVERSITY

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## **Access to Financial Records**

**Policy Name:** Access to Financial Records

## **Policy Purpose**

This policy specifies access to financial information from the Banner/Goldlink Finance administrative system.

## **Applicability**

This policy applies to all ETSU employees.

## **Responsible Official, Office, and Interpretation**

The Director of Financial Services is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Financial Services. The Chief Operations Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

N/A

## **Policy Name: Access to Financial Records**

### **Policy**

It is the policy of East Tennessee State University to make financial information from the Banner/Goldlink Finance administrative system available to all employees who have a valid business purpose for its use. The Finance Data Custodian in Business & Finance, in conjunction with the Office of Information Technology, manage access to the Finance data based on approval of an employee's supervisor and within the employee's departmental organization hierarchy within the university.

### **Procedures**

For information or inquiries regarding the Banner/Goldlink Finance system, please contact Financial Information Systems.

### **Applicable Forms and Websites**

Insert links to websites and forms.

### **Authority and Revisions**

**Authority:** TCA § 49-8 203, et seq.

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

**Policy Effective Date:** 01/24/11 • **Policy Revised:** Insert  
**Procedures Effective Date:** N/A • **Procedures Revised:** Insert