

Introduction to CHASS Finances

The College of Humanities and Social Sciences (CHASS) comprises ten academic departments, two centers, and ten college-level administrative units. Each department/unit is supported primarily by a state-funded budget, which is managed by the unit leader, to support its operations. The state provides guidance on how state funds can be used, which are transformed into policies and processes by university and college administrators.

CHASS Financial Services provides financial guidance and support for the college, and is accountable for the college's finances. Each department and center has a [liaison](#) to Financial Services, who provides assistance with financial matters to those within the unit.

This website provides both general [financial information for our CHASS community](#) and more [detailed information for our liaisons](#). Of the many policies and processes guiding our financial activities, we have identified **two suggestions** pivotal to successful navigation through our financial environment:

- Asking for permission first, avoids undesirable results later. Pre-approval is required for almost everything with a financial impact. If you are unsure who to ask, ask your unit's [liaison](#).
- Maintain a documented record (emails, screenshots, texts, etc.) of approvals received, confirming verbal approvals as necessary. As a public institution, external scrutiny is common and records may be disclosed to third parties as subject to the NC Public Records Law.

We hope the information and resources we are providing are helpful and welcome your [feedback and suggestions](#).