

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: School Superintendents, Treasurers, and Business Officials

FROM: Sarah Ancel, Deputy Commissioner 

RE: School Submission Rights in Gateway

DATE: January 17, 2012

Beginning with the introduction of the Indiana Gateway for Government Units (“Gateway”) for budgeting, the Department of Local Government Finance (“Department”) made the decision to permit only a single user per unit to have submission access through Gateway. In November 2011, the Department made a determination that it would designate each school’s superintendent as the submitting official.

Based on feedback from school officials that the treasurer most often acts as the fiscal officer of the school, the Department has amended its policy relating to submission rights. While the initial submission access and delegating authority will fall to the superintendent in all school corporations, the Department is now permitting the superintendent to relinquish this submission access to the treasurer. The Department will maintain only one submitter per unit, so this relinquishment would remove the submission access from the superintendent at the same time that it is granted to the treasurer. Superintendents would be defaulted to read-only access.

Please note that the Department’s standard delegation of authority form will not suffice to complete the relinquishment of submission access to the treasurer. Please use the alternate form found here:

http://www.in.gov/dlgf/files/School_Relinquishment_of_Authority_for_Gateway.pdf.

Once the relinquishment to the treasurer is in effect, management of the edit and read-only rights for the school corporation should be done by the treasurer. (Any edit or read-only delegation form signed by the superintendent before the assignment to the treasurer will remain in effect unless the treasurer notifies the Department of a change.) The submission access and delegation authority will stay with the treasurer until such point that the superintendent notifies the Department that he or she would like to reclaim it.

Please direct questions to Deputy Commissioner Sarah Ancel at saancel@dlgf.in.gov or 317.234.4376.