

# UNT SYSTEM POLICY TEMPLATE

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 10 – Fiscal Management</b>
<b>10.101 Fiscal Management Policy</b>	

## Policy Statement.

All UNTHSC faculty, staff, and students are required to adhere to the Fiscal Manual promulgated by the Division of Finance.

The Fiscal Manual includes sections on:

- I. HISTORY OF CREATING STATUTE**
- II. DEFINITION OF FISCAL YEAR**
- III. INSTITUTIONAL BUDGETS**
  - A. PREPARATION
  - B. ADDITION AND TRANSFER OF FUNDS
  - C. RECEIPTS, ENCUMBRANCES, AND DISBURSEMENTS
  - D. SIGNATURE AUTHORITY DELEGATIONS, RE-DELEGATIONS, AND DEPTID HOLDER DESIGNATIONS
  - E. RECOMMENDED GUIDELINES FOR ALLOCATION OF HEAF FUNDS
  - F. FEES RELATED TO INSTRUCTION
- IV. ACCOUNTING & FINANCIAL REPORTING**
  - A. UNIFORM STATEWIDE ACCOUNTING SYSTEM
  - B. CASH RECEIPTS AND DEPOSITS
  - C. VOUCHERS
  - D. STUDENT FINANCIAL ACCOUNTING
  - E. INVESTMENTS
  - F. OTHER
- V. TRAVEL**
  - A. STATE TRAVEL MANAGEMENT PROGRAM
  - B. REQUEST FOR APPROVAL OF TRAVEL
  - C. TRAVEL OUTSIDE OF THE CONTINENTAL UNITED STATES
  - D. FOREIGN TRAVEL FROM LOCAL FUNDS
  - E. MEALS AND LODGING – FOREIGN TRAVEL
  - F. TRAVEL TO WASHINGTON, D.C.
  - G. PAYMENT OF TRAVEL FROM STATE APPROPRIATED FUNDS
  - H. PAYMENT OF TRAVEL FROM LOCAL FUNDS
  - I. TRAVEL ADVANCES
  - J. STUDENT TRAVEL

**VI. PAYROLL**

- A. COMPENSATION OF EMPLOYEES
- B. FACULTY SALARIES FROM GRANTS
- C. STUDENT LABOR

**VII. PURCHASING**

- A. UNIFORM POLICY FOR PURCHASING
- B. PURCHASE ORDER OR NEGOTIATED WRITTEN CONTRACT
- C. CONTRACTS AND AGREEMENTS

**VIII. CENTRAL RECEIVING**

- A. GOODS PURCHASED AT DELIVERED PRICES
- B. LESS-THAN-CARLOAD SHIPMENTS

**IX. PROPERTY CONTROL**

- A. SURPLUS PROPERTY SALES
- B. ACQUISITION AND DISPOSAL OF SURPLUS, OBSOLETE, UNSERVICABLE, OR DAMAGED PROPERTY
- C. INVENTORIES – EQUIPMENT
- D. USE OF HEALTH SCIENCE CENTER PROPERTY

Application of Policy.

All UNTHSC Faculty, Staff, and Students.

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

1. Ensure HSC-wide compliance with the Fiscal Manual and determine what training is required to ensure knowledge of appropriate policies.
2. Obtain feedback from HSC clients on use and application of Fiscal Regulations.
3. Determine any forms required to be created and/or maintained to comply with the Fiscal Manual.

Responsible Party

Associate Vice President of Finance  
  
Associate Vice President of Finance  
  
Finance Staff

References and Cross-references.

Fiscal Manual

10.102 Investment Policy

10.103 General Purchasing Policy

10.104 HUB Policy

10.105 Contracted Workforce for Contracts under \$10,000

10.106 Contracted Workforce for Contracts of \$10,000 or more

10.107 Procurement Card

10.108 General Mail Services Policy

10.109 General Central Receiving Policy

Forms and Tools. (optional)

Approved: 7/6/2009

Effective: 7/6/2009

Revised: