

Regulations of the University of North Texas System	Chapter 08
08.11000 Financial Accounts	Fiscal Management

08.11001 **Regulation Statement.** Oversight of UNT System depository and investment accounts for System Administration and the Institutions, and related signatory authorizations is the responsibility of the Associate Vice Chancellor for Treasury. Treasury is responsible for the security of all funds collected, managed, and disbursed by the System.

08.11002 **Application of Regulation.** System Administration and Institutions.

08.11003 **Definitions.**

None.

08.11004 **Procedures and Responsibilities.**

1. The Associate Vice Chancellor for Treasury, or designee, has the authority and is responsible for establishing, maintaining, updating, and closing any System Administration or Institution depository and/or investment account. The Vice Chancellor for Finance or the Chancellor may designate and grant to other individuals authority to open, modify, or close accounts. The Associate Vice Chancellor for Treasury, or designee, shall maintain a current list and perform an annual inventory with each bank confirming all accounts bearing the name University of North Texas (UNT), University of North Texas at Dallas (UNTD), University of North Texas Health-Science Center (UNTHSC), or University of North Texas System (UNTS) in their title, listed as a customer, or with a UNT, UNTD, UNTHSC, or UNTS tax ID Number.

Responsible Party: Associate Vice Chancellor for Treasury

2. Each request to assign signature authority must be accompanied by a signed statement from the Chancellor or President for that institution, or designee, that confirms that the requested authority does not create an inappropriate alignment of duties. The Associate Vice Chancellor for Treasury, or designee, will be solely responsible for

processing account signature authorizations and deletions with each banking or investment institution. The Associate Vice Chancellor for Treasury, or designee, shall maintain a current list and inventory the authorized signatories at least annually. The Associate Vice Chancellor for Treasury, or designee, has authority to remove an account signature authority with no additional approvals necessary, and shall do so promptly when employment is terminated or modified so that access is no longer appropriate.

Responsible Party: Associate Vice Chancellor for Treasury, Chancellor, President for that Component Institution

3. The Associate Vice Chancellor for Treasury, or designee, is responsible for the proper record retention of signature cards/authorizations for all financial accounts in accordance with state record retention schedules.

Responsible Party: Associate Vice Chancellor for Treasury

4. The Associate Vice Chancellor for Treasury, or designee, is responsible for the monitoring of collateral levels related to bank accounts to ensure sufficiency, as defined in System Regulation 08.2005, Investment of System Funds.

Responsible Party: Associate Vice Chancellor for Treasury

References and Cross-references:

Education Code, Chapter 51, Subchapter A, Control of Funds
Government Code, Chapter 2256, Public Funds Investment Act
Regents Rule 10.100, Investments
System Regulation, 08.2000, Investment of System Funds

Forms and Tools: N/A

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Revised: