

SOUTHERN UNIVERSITY
COMPTROLLER'S OFFICE

DRAFT AP-407

**POLICIES AND PROCEDURES
GOVERNING LOADING CHECKS FOR BOARD AND SYSTEM**

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the Board and System checks are loaded into the accounting system in a timely manner. This policy sets forth guidelines to ensure that manual checks are requested, processed and submitted to University Employees in a timely manner. Board and System checks should be monitored and loaded into the accounting system on a monthly basis to ensure accurate record keeping and to validate that the Board and System is in compliance with university regulations.

OVERVIEW

The Disbursement Operations Section of the Comptroller's Office has the vested responsibility for the financial administration of loading the Board and System checks into the accounting system. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accounting personnel within these sections function as the financial liaisons between vendors, faculty, staff, and other campus administrative offices on financial matters related to loading the Board and System checks into the accounting system.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Disbursement Operations Section through the Associate Comptroller for Financial Accounting and Disbursement Operations and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Associate Comptrollers.

DUTIES AND RESPONSIBILITIES

The Accounting Specialist Supervisor within the Accounts Payable Section, Comptroller’s Office, is responsible for the loading the Board and Supervisor checks into the accounting system and attaching any and all other supporting documentation used and keeping in a file.

PROCEDURES FOR LOADING BOARD AND SUPERVISOR CHECKS INTO THE ACCOUNTING SYSTEM:

1. The accounts payable specialist

- Approved
- Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- Approved
- Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration