

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

FC-304

STEP BY STEP PROCEDURES REPORTING ALL CHECKS HELD BY FINANCIAL CONTROL

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for reporting all checks held in Financial Control. This policy sets forth guidelines to insure that all checks held in Financial Control are reported and accounted for timely and in compliance with university, state and federal regulations, policies and procedures.

OVERVIEW

The Financial Control Section of the Comptrollers Office has the vested responsibility for the financial administration to report all checks held in Financial Control for the Baton Rouge Campus. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons between funding agencies, project directors, the faculty, University staff, and other campus administrative offices on financial matters related to processing of checks held by Financial Control.

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, Division of General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager and the Associate Vice Chancellor for Financial Operations and Comptroller.

DUTIES AND RESSPONSIBILITIES

The Administrative Coordinator III within the Comptroller's Office is responsible for weekly submission of all checks held in the Financial Control Section. The steps required for processing are outlined below.

Checks held are categorized by Advance, Returned by mail, Responsibility form, Approval for pickup, and other. Checks are held in file drawer and disbursed as payee request. Checks held at the end of each week are compiled on schedule and submitted to the Accountant Manager and Associate Comptroller for Financial Accounting and Disbursements.

- ☐ 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