

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

FC-303

POLICIES AND PROCEDURES GOVERNING PROCEDURES FOR VOUCHER CHECK-OUT

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that voucher check-outs are monitored on a daily basis. This policy sets forth guidelines to insure that voucher check-outs requests are submitted and monitored to ensure compliance with university regulations.

OVERVIEW

The Financial Control Section of the Comptrollers Office has the vested responsibility for the financial administration of voucher check-out procedures for Southern University 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 and State agencies and the University. The accountants in this office functions as the financial liaisons between funding agencies, project directors the faculty, staff, and other campus administrative offices on financial matters related to voucher check-out procedures.

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 Financial Control through the Director of Accounting Services, Associate Comptroller 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: Division of Financial Control.

DUTIES AND RESPONSIBILITIES

The Administrative Coordinator III within the Comptroller's Office is responsible for monitoring the voucher check out process on a daily basis. The steps required are outlined below.

PROCEDURES FOR VOUCHER CHECK-OUTS

The requestor submits list of vouchers to be pulled to Financial Control (FC) employee and records in log book. The FC employee gives key to requestor to pull voucher. Vouchers are pulled and key is returned to FC employee.

FC employee monitors log to ensure vouchers are returned within 24 hours. All vouchers are verified on return to FC. Requestor signs in voucher log for return of documents.

- ☐ 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