

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

FC-305

STEP BY STEP PROCEDURES FOR PREPARING SCHEDULE OF ALL CHECKS REQUIRING CORRECTIVE ACTION

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for preparing the Schedule of all Checks Requiring Corrective Action in a timely manner. This policy sets forth guidelines to insure that the schedule identifying checks requiring corrective action is prepared 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 prepare a schedule identifying all checks requiring corrective action 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 identifying all checks requiring corrective action.

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 preparing on a weekly basis a schedule of all checks requiring corrective action. The steps required for processing are outlined below.

After reconciling each pur and session batch all checks requiring corrective action are identified. A form is completed with current date, voucher number, check number, voucher payee, check amount and problem is indicated. This form is submitted the Accounts Payable Supervisor or Travel Supervisor requesting corrective action. The Accounts Payable Supervisor or Travel Supervisor ensures that corrections are processed and that the required documents are submitted to the Administrative Coordinator III. The form is signed by the appropriate supervisor and is marked cleared by the Administrative Coordinator III. All problems that are not cleared by each Friday are placed on schedule labeled as Problem List. This schedule is transmitted to all supervisors and to the 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