

**UNIVERSITY FISCAL POLICY AND PROCEDURE MANUAL
TABLE OF CONTENTS**

Overview

			Maintenance Responsibility
I.	<u>Introduction</u>	I-1	Business Affairs
II.	<u>Purpose</u>	II-1	Business Affairs
III.	<u>Responsibilities</u>	III-1	Business Affairs
IV.	<u>Account Code Structure</u>	IV-1	Business Affairs
V.	<u>Using The Account Code</u>	V-1	Business Affairs

Chart of Accounts

VI. Accounting Codes:

A.	<u>Funds Groups</u>	VI-1	Business Affairs
B.	<u>Major Fund Groups</u>	VI-2	Business Affairs
C.	<u>Campuses</u>	VI-3	Business Affairs
D.	<u>Functions</u>	VI-4	Business Affairs
E.	<u>Subfunctions</u>	VI-5	Business Affairs
F.	<u>Colleges</u>	VI-6	Business Affairs
G.	<u>Expenditure Categories</u>	VI-7	Business Affairs
H.	<u>Expenditure Subcodes - Objects</u>	VI-8	Business Affairs
I.	<u>Revenue Categories</u>	VI-9	Business Affairs
J.	<u>Revenue Objects</u>	VI-10	Business Affairs
K.	<u>Budget Unit Account Numbers</u>	VI-11	Business Affairs

Business Forms & Procedures

VII. Revenue and Cash Receipts:

A.	<u>Departmental Cash Receipts - Online Cashiering</u>	VII-1	Business Affairs
B.	<u>Departmental Cash Receipts - Manual</u>	VII-1.A	Business Affairs
C.	<u>Off-Campus Departmental Cash Receipts - Online Cashiering Local Bank Deposits</u>	VII-2	Business Affairs
D.	<u>Off-Campus Departmental Cash Receipts - Manual Local Bank Deposits</u>	VII-2.A	Business Affairs
E.	Room Deposits/Students Not in SIS (NOT BEING USED).....	VII-3	Student Affairs
F.	Library - Coin Copy Machine/Cash Collections (NOT BEING USED)..	VII-4	Academic Affairs

G.	<u>Fiscal Responsibility for Student Organizations, Clubs, Groups, and Other Organizations Affiliated with the University</u>	VII-5	Business Affairs
H.	<u>Departmental Credit Card Processing</u>	VII-6	Business Affairs
I.	<u>Departmental Ticket Sales - Non Athletic</u>	VII-7	Academic Affairs
J.	<u>Procedure for Requesting to Add or Change Administrative and Student Fees Assessed ALL Students</u>	VII-8	Business Affairs
K.	<u>Deposits Held for Others Departmental Reconciliation</u>	VII-9	Academic Affairs
L.	<u>Natchitoches/NSU Folk Festival</u>	VII-10	Academic Affairs
M.	<u>Student Account Adjustment Worksheet</u>	VII-11	Business Affairs
N.	<u>Off-Campus Departmental Cash Receipts - Deposits By Courier Service</u>	VII-12	Business Affairs
O.	<u>Dormitory and Married Student Housing - Room Deposit Refunds</u>	VII-13	Business Affairs
P.	<u>Commission Reconciliation - Vending Machines</u>	VII-14	Student Affairs
Q.	<u>Commission Reconciliation - Food Service</u>	VII-15	Student Affairs
R.	<u>Commission Reconciliation - Bookstore</u>	VII-16	Student Affairs
S.	<u>Lab Fee Request</u>	VII-17	Business Affairs
T.	<u>Third Party Invoicing</u>	VII-18	Business Affairs
U.	<u>Rent and Use of Property</u>	VII-19	Student Affairs
V.	<u>Departmental Rate Table Responsibilities</u>	VII-20	Business Affairs
W.	<u>End-of-Year Deferral of Cash Receipts/Revenues and Expenditures for Camps, Clinics or Non-SCH Activities</u>	VII-21	Business Affairs
X.	<u>Departmental Vault/Safe Control</u>	VII-22	Business Affairs
Y.	<u>University Police Vehicle Registration/Parking Tickets Manual Process</u>	VII-23	Student Affairs
Z.	<u>Billing/Receivables Departmental Charge/Payment</u>	VII-24	Business Affairs
AA.	<u>Procedure For Requesting To Add Or Change Lab or Course Fees</u>	VII-25	Business Affairs
BB.	<u>Procedure Fore Creating or Changing Student Self-Assessed Fees</u>	VII-26	Business Affairs

VIII Travel:

A.	<u>Request for Authorized Travel and the Use of University Vehicle</u>	VIII-1	Business Affairs
B.	<u>SCT Online Purchase Requisition for Request For Authorized Travel and The Use of University Vehicle</u>	VIII-1.A	Business Affairs
C.	<u>Travel Change or Cancellation - Budget Unit</u> (For transactions outside the SCT Online Purchasing System)	VIII-2	Business Affairs
D.	<u>SCT Online Purchasing System - Travel Change or Cancellation</u>	VIII.B.1	Business Affairs

E.	<u>Travel Advance</u>	VIII-3	Business Affairs
F.	<u>Travel Expense Account</u> (For SCT FRS System or SCT Online Purchasing System).....	VIII-4	Business Affairs
G.	<u>Special Meals and Travel Processed outside the SCT Online Purchasing System</u>	VIII-5	Business Affairs
H.	<u>Vehicle Rental Authorization</u>	VIII-6	Business Affairs
I.	<u>Trip Ticket</u>	VIII-7	Business Affairs
J.	<u>Student Team and Group Travel</u>	VIII-8	Business Affairs
K.	<u>Request for Use of Controlled Billed Accounts</u>	VIII-9	Business Affairs

IX. Purchases:

A.	<u>Purchasing Policy and Procedures</u>	IX-1	Business Affairs
B.	<u>Petty Cash Funds - Departmental</u>	IX-2	Business Affairs
C.	<u>Purchase Requisition</u>	IX-3	Business Affairs
D.	<u>Receiving Report</u>	IX-4	Business Affairs
E.	<u>University Printing Requisition</u>	IX-5	Business Affairs
F.	<u>Interdepartmental Invoice</u>	IX-6	Business Affairs
G.	<u>Auditron Approval Form</u>	IX-7	Business Affairs
H.	<u>Auditron Invoices</u>	IX-8	Business Affairs
I.	<u>Warehouse Requisitions</u>	IX-9	Business Affairs
J.	<u>Advertising in Newspapers, Magazines, Journals and Other Publications</u>	IX-10	Business Affairs
K.	<u>Telephone and Fax Quotations</u> (For transactions outside the SCT Online Purchasing System).....	IX-11	Business Affairs
L.	<u>Direct Payment Request</u> (For transactions outside the SCT Online Purchasing System).....	IX-12	Business Affairs
M.	<u>Calling Card Service</u>	IX-13	Academic Affairs
N.	<u>Telephone Charges</u>	IX-14	Academic Affairs
O.	<u>Faculty Printing Cards - Issued by Library</u> ...(NOT BEING USED)	IX-15	Academic Affairs
P.	<u>Locksmith Services Requisition</u>	IX-16	Business Affairs
Q.	<u>FRS/Multi-Part Purchase Requisition Specification Template Procedure</u>	IX-17	Business Affairs
R.	<u>Cash Advance Disbursements for Student Cash Prizes/Awards and Change Funds - Cashier's Window</u>	IX-18	Business Affairs

IX.A SCT Online Purchasing System:

A.	<u>SCT Online Small Departmental Purchases - "Confirming Purchase Order"</u>	IX.A.1	Business Affairs
----	--	--------	------------------

B.	<u>SCT Online Small Purchases Not Exceeding \$1,000 Delivered by Vendor</u>	IX.A.2	Business Affairs
C.	<u>SCT Online \$1,000 - \$5,000 Departmental - “Telephone & Fax Quote”</u> ...	IX.A.3	Business Affairs
D.	<u>SCT Online \$5,000 - \$25,000 Purchasing Office - “Request for Quote”</u>	IX.A.4	Business Affairs
E.	<u>SCT Online Over \$25,000 Purchasing Office - “Sealed Bids”</u>	IX.A.5	Business Affairs
F.	<u>SCT Online Purchasing System Vendor File Create and Modification of Tax Identification Numbers</u>	IX.A.6	Business Affairs
G.	<u>SCT Online Receiving Report - Central Receiving & Shipping Certifies Delivery</u>	IX.A.7	Business Affairs
H.	<u>FRS/SCT Online Request for Change and /or Cancellation of Purchase Order</u>	IX.A.8	Business Affairs
I.	<u>SCT Online Purchase Requisition Specification Template Procedure</u>	IX.A.9	Business Affairs
J.	<u>SCT Online Purchasing Office “Division of Administration - State Contracts”</u>	IX.A.10	Business Affairs
K.	<u>SCT Online Purchase Requisition for University Warehouse Purchases “Purchase Order”</u>	IX.A.11	Business Affairs
L.	<u>SCT Online Purchase Requisition for University Printing Purchases “Purchase Orders”</u>	IX.A.12	Business Affairs
M.	<u>SCT Online Purchase Requisition for Small Purchases for “Non-Competitive Purchase Order” for which an Official Purchase Order is Issued</u>	IX.A.13	Business Affairs
N.	<u>SCT Online Purchase Requisition for “Special Meals”</u>	IX.A.14	Business Affairs
O.	<u>SCT Online Purchase Requisition for “Corporate Express - State Contract”</u>	IX.A.15	Business Affairs
P.	<u>SCT Online Purchase System - State Requisition Procedure</u>	IX.A.16	Business Affairs
Q.	<u>SCT Online Requisition for P-Card Purchase Order</u>	IX.A.17	Business Affairs

X. Personnel Actions:

A.	<u>Non-Classified Position Employment Procedure</u>	X-1	Business Affairs
B.	<u>Classified Position Employment Procedure</u>	X-2	Business Affairs
C.	<u>Request for Certification of Eligibles</u>	X-3	Business Affairs
D.	<u>Employment Procedure for Non-Classified Seasonal, Temporary, Intermittent, or Part-Time (Wages of Labor)</u>	X-4	Business Affairs
E.	<u>Volunteer Services Agreement</u>	X-5	Business Affairs
F.	<u>Request for Change in Personnel/Position Status - Non-Classified and/or Classified Employees</u>	X-6	Business Affairs

G.	<u>Employment Outside the University Setting</u>	X-7	Business Affairs
H.	<u>Program Request for Non-Student Credit Hour Activity and Continuing Education Units (CEU)</u>	X-8	Business Affairs
I.	<u>New Employee Orientation</u>	X-9	Business Affairs
J.	<u>Summer School Plan/Budget</u>	X-10	Business Affairs
K.1	<u>Request for Leave of Absence - Faculty</u>	X-11.1	Business Affairs
K.2	<u>Request for Leave of Absence - Unclassified Non-Faculty</u>	X-11.2	Business Affairs
K.3	<u>Request for Leave of Absence - Classified</u>	X-11.3	Business Affairs
L.	<u>Faculty Attendance Reports</u>	X-12	Business Affairs
M.	<u>Request for Approval of Exempt Employee (Annual Leave Earning Employee) Compensatory Time</u>	X-13	Business Affairs
N.	<u>NSU Daily Attendance and Leave Report for Classified Employees</u>	X-14	Business Affairs
O.	<u>Request for Approval for Overtime Work for Non-Exempt Employees</u>	X-15	Business Affairs
P.	<u>Extended Leave - Classified Employees</u>	X-16	Business Affairs
Q.	<u>Request for Reduced Tuition</u>	X-17	Academic Affairs
R.	<u>Incident Report on Employee Injury/Accidents</u>	X-18	Business Affairs
S.	<u>Employee Separation and Exit Interview Procedure</u>	X-19	Business Affairs
T.	<u>NSU Daily Attendance and Leave Report for Unclassified (Annual Leave Earning) Employees</u>	X-20	Business Affairs
U.	<u>Recommendation for Merit Increase for Classified Employees. (NOT BEING USED)</u>	X-21	Business Affairs
V.	<u>Request for Leave</u>	X-22	Business Affairs
W.	<u>Prohibited Activities - Classified Employees</u>	X-23	Business Affairs
X.	<u>Employee Involved in University Extra-Services Employment Activities</u>	X-24	Business Affairs
Y.	<u>Taxable Compensation, Supplemental Compensation or Benefits from nonpublic Sources & Drug Prevention Program Certification</u>	X-25	Business Affairs
Z.	<u>Part-Time Faculty, Graduate Assistant and Other Unclassified Attendance Reports</u>	X-26	Business Affairs
AA.	<u>Student Employment</u>	X-27	Academic Affairs
BB.	<u>Graduate Assistants Appointment Procedures</u>	X-28	Business Affairs
CC.	<u>Summer Faculty, Adjunct Instructors and Lecturers, Cooperating Teacher or Principal and Non-Credit Presenter/Instructor Appointment Procedures</u>	X-29	Business Affairs
DD.	<u>Classified Staff Performance Planning and Review</u>	X-30	Business Affairs

EE.	<u>Environmental Health & Safety</u>	X-31	University Affairs
FF.	<u>Use of University Equipment, Materials, or Services</u>	X-32	University Affairs
GG.	<u>Standard Work Schedules</u>	X-33	Business Affairs
HH.	<u>Appointment Letter for Non-Classified Personnel</u>	X-34	Business Affairs
II.	<u>Standard Operating Hours</u>	X-35	Business Affairs
JJ.	<u>Continuance of Annual and Sick Leave</u>	X-36	Business Affairs
KK.	<u>Shared Sick Leave Program for Faculty and Unclassified Staff</u>	X-37	Business Affairs
LL.	<u>Institutional Disclosure - Annual Security Report</u>	X-38	Business Affairs
MM	<u>Crisis Leave Policy for Permanent Classified and Unclassified Employees Who Are Eligible To Earn Annual Leave</u>	X-39	Business Affairs
NN.	<u>Supplemental Schedule of Effort</u>	X-40	Business Affairs
OO.	<u>Listing of Employment Opportunities at NSU on NSU Home Page</u>	X-41	Business Affairs
PP.	<u>Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in Which the Employee has an Interest Under Specified Circumstances</u>	X-42	Business Affairs
QQ.	<u>Use of Personnel Files</u>	X-43	Business Affairs
RR.	<u>International Hiring Policy and Procedure for Faculty/Staff (non-Students)</u> ...	X-44	Business Affairs
SS.	<u>Witness Fees Paid to Off-Duty Law Enforcement Officers</u>	X-45	Business Affairs
TT.	<u>Emergency Administrative Leave for Unclassified Staff (Includes Faculty)</u>	X-46	Business Affairs
UU.	<u>University Employee Debt</u>	X-47	Business Affairs
VV	<u>Recoupment of Overpayments to Employees</u>	X-48	Business Affairs
 XI. Contracting - Professional Services:			
A.	<u>Professional Services Contracting</u>	XI-1	Business Affairs
B.	<u>SCT Online Purchase Requisition for Professional Services Contracting</u>	XI.A.1	Business Affairs
 XII. Budgets:			
A.	<u>Request for Budget Revision</u>	XII-1	Business Affairs
B.	<u>SCT Line Item Deficit Report</u>	XII-2	Business Affairs
C.	<u>SCT Account Balance Deficit Report</u>	XII-3	Business Affairs
D.	<u>Budget Development Procedures</u>	XII-4	Business Affairs
 XIII. Grants and Contracts:			
A.	<u>Grant and Contract Proposal</u>	XIII-1	Academic Affairs
B.	<u>Effort Reporting System For Federally Sponsored Projects</u>	XIII-2	Business Affairs

XIV. Insurance:

A.	<u>Reporting of Insurance Claims</u>	XIV-1	Business Affairs
B.	<u>Blanket Property Coverage for Employees Personal Property Located on University Premises</u>	XIV-2	Business Affairs
C.	<u>Property Coverage on Building Structures of Non-State Owned Buildings</u>	XIV-3	Business Affairs
D.	<u>Blanket Property Coverage on Vacant Buildings</u>	XIV-4	Business Affairs
E.	<u>Insurance Requirements for Rent of University Facilities By Individuals and Organizations</u>	XIV-5	Student Affairs
F.	<u>Report of Incident Filing for Insurance Purposes</u>	XIV-6	Business Affairs
G.	<u>Exhibitor Agreement</u>	XIV-7	Student Affairs
H.	<u>Reporting of Incidents Involving Fraud</u>	XIV-8	Academic Affairs

XV. Other:

A.	<u>Preservation of Records Policy Statement</u>	XV-1	Academic Affairs
B.	<u>Account Statement and Report of Transactions</u>	XV-2	Business Affairs
C.	<u>Year-End Close - All Funds</u>	XV-3	Business Affairs
D.	<u>Account Reconciliations</u>	XV-4	Business Affairs
E.	<u>Work Order Request (Physical Plant)</u>	XV-5	University Affairs
F.	<u>Subsidiary and General Ledger Account Create/Modify/Delete VBS and System Security Access</u>	XV-6	Business Affairs

XVI. Glossary and Definitions:

A.	<u>General Terms</u>	XVI-1	Business Affairs
----	--	-------	------------------