



I. 6.1.1 Accounting Office Responsibility and Authority

Chapter 6 - Fiscal	Original Effective Date: July 2000
Section: 6.1 Accounting	Date Last Reviewed: May 2017
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2017

II. Purpose

The purpose of this policy is to establish the responsibilities and authority of the Accounting Office.

III. Scope

This policy applies to individuals employed by the Accounting Office at UT Health San Antonio.

IV. Policy

The Office of Accounting is charged with the responsibility of maintaining the official financial records of UT Health San Antonio (UTHSA). This responsibility involves determining compliance with all state, federal, UT System, grantor, and/or donor, as well as institutional rules, regulations, and restrictions for the receipt, transfer, and disbursement of the institution’s funds. The Office of Accounting has the authority to determine the appropriateness of all transactions affecting the institution’s funds and to properly record these transactions in the institution’s official financial records. The Office of Accounting is also responsible for the preparation of financial reports and statements of the institution. Information regarding the Office of Accounting operations is available at: <http://www.uthscsa.edu/business/accounting/>.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Approved Date
07/2000	Policy Origination	Executive Committee	07/2000
05/2017	Policy Review	Executive Committee	05/2017