



**Angelo State University**  
**Operating Policy and Procedure**

**OP 14.02: Financial Manager Designation and Signature Authority**

**DATE:** June 26, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to identify the procedures for designating or changing financial managers.

**REVIEW:** This OP will be reviewed in August every five years, or as needed, by the executive director/controller with recommended revisions forwarded through the vice president for finance and administration to the president by September 15 of the same year.

**POLICY/PROCEDURE**

**1. Financial Manager**

One person shall be designated as the financial manager for each organization. The financial manager is considered the principal signature authority for transaction approval. As such, each financial manager is responsible for ensuring compliance with state purchasing policies, institutional policies, grant policies and restrictions, contracts or external source restrictions, and donor instructions. Administrative areas processing documents will focus primarily on compliance with state law and institutional policies when processing transactions.

**2. Responsibilities of Financial Manager**

- a. Financial managers have the fiduciary responsibility for the financial and operational management of the organizations for which they are assigned. This includes establishing internal controls at the department level. Internal controls have four basic purposes: safeguarding assets, ensuring financial statement reliability, promoting operational efficiency, and encouraging compliance with management's directives. The segregation of duties within the department is important to establishing adequate internal controls and includes the proper authorization of transactions and activities, adequate documents and records, and physical control over assets including safeguarding assets against theft and unauthorized use, acquisition, and disposal.
- b. Financial managers are also responsible for proper account coding on all transactions. Account coding is the basis for classifying revenues and expenses for financial reporting including the annual financial report and state expenditure coding in USAS. A list of revenue and expense account codes is included in the chart of accounts.  
[https://www.angelo.edu/services/controller/Ramport/chart\\_of\\_accounts.php](https://www.angelo.edu/services/controller/Ramport/chart_of_accounts.php)
- c. The financial manager or their designee should reconcile internal department records to Banner balances on a regular basis to ensure all activity is properly recorded. Any

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discrepancies found during reconciliation should be discussed with the controller's office in a timely manner.

### **3. Designation of Financial Manager**

The financial manager will initially be designated by submitting a *New Organization Request Form* (Attachment A) to the controller's office.

### **4. Change of Financial Manager**

- a. A change of financial manager form, *Request for Change of Financial Manager Form* (Attachment B), should be completed by the department.
- b. The completed form should be routed for the appropriate signature and routed to the Controller's Office.
- c. When more than one organization is involved, list the additional organizations by name and number on a sheet of plain paper and attach it to the form.

Attachment A: *New Organization Request form*

Attachment B: *Request for Change of Financial Manager*