

## PROCEDURE

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| Effective Date: September 1, 2015<br>Approved By: Teresa Hart, Financial Services Director | Authority: <a href="#">POL-U5351.01</a> Billing and Receiving Payment<br>for Tuition, Fees, Goods<br>and Services |
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Cancels:

See Also: [FRM-U5351.01A](#) Decentralized Operations Review Form

### **PRO-U5351.01A AUTHORIZING A DECENTRALIZED BILLING AND/OR PAYMENT RECEIPT LOCATION**

Action by:

Action:

Financial Manager

1. **Completes** the *Decentralized Operations Review* form ([FRM-U5351.01A](#)) and sends to the Treasury Services Manager.

Treasury Services Manager

2. **Reviews** completed form.
3. **Follows up** with Financial Manager to collect other needed information.
4. **Considers** information gathered and other department financial data to determine recommendation for authorizing certain decentralized payment receipt/billing operations.
5. **Sends** preliminary recommendation to Director of Financial Services (and Student Business Office (SBO) Manager when request includes decentralized billing).

Director of Financial Services

6. **Leads** discussion with Treasury Services Manager (and SBO Manager) and **makes** final determination for the decentralized request.

Treasury Services Mgr

7. **Prepares** and **sends** determination memo to appropriate VP.

Vice President

8. **Reviews** determination.
9. **Contacts** Treasury Services Manager within 7 days if disagrees with determination.

Treasury Services Mgr

10. If approval stands after 7 days, or after any discussion with the Vice President, **sends** Financial Manager authorization memo with instructions to complete:

## PROCEDURE

Action by:

Action:

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| Treasury Services Mgr<br>(cont.) | a. The on-line <i>Decentralized Cash/Billing Internal Controls Verification</i> , and<br><br>b. Any additional requirements and/or conditions.  |
| Financial Manager                | 11. <b>Completes</b> the on-line <i>Decentralized Cash/Billing Internal Controls Verification</i> within the specified timeframe and any additional requirements stipulated on the authorization memo.  |
| Treasury Services Mgr            | 12. <b>Reviews</b> completed assessment following deadline given and <b>works</b> with department to bring into compliance if needed.<br><br>13. <b>Reports</b> to Director of Financial Services if department not in compliance within given written deadlines. |
| Director of Financial Services   | 14. <b>Determines</b> corrective action plan.   |
| Treasury Services Mgr            | 15. <b>Sends</b> Financial Manager <i>Decentralized Cash/Billing Internal Controls Assessment</i> on an annual basis to attest controls are still in place.   |
| Financial Manager                | 16. <b>Ensures</b> annual assessment is conducted and submitted in a timely manner.   |
| Treasury Services Mgr            | 17. <b>Reviews</b> annual assessments to determine needed corrective action.  |

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Action by:

Action: