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**LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: General**

<b>Fiscal Responsibilities of Account Managers</b>	<b>MAPP 05.01.05</b>
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**I. POLICY**

A. Lamar University (LU) is committed to ethical and transparent financial practices, including in the actions of employees designated as account managers. This policy defines "account manager" as it applies to LU financial systems; identifies the responsibilities of an account manager; and outlines requirements for an account manager's access privileges for the approval of all purchases and expenditures.

**II. PURPOSE AND SCOPE**

- A. This policy applies to any employee who serves as an account manager at the University.
- B. This policy falls under the authority of applicable laws, statutes, rules, and regulations of the State of Texas and Texas State University System (TSUS), including, but not limited to, the TSUS Rules and Regulations, Chapters III and VIII; and Texas Education Code, Title 3, Chapter 51.

**III. DEFINITIONS**

A. **Account Manager.** An LU employee who is directly responsible for the fiscal management of one or more University accounts, regardless of the source of funds.

**IV. POLICY ROLES AND RESPONSIBILITIES**

- A. Deans, Directors, the appropriate Vice President or designated account managers in their areas may be designated as account managers. This policy is applicable to any employee designated as an account manager.
- B. Generally, account managers serve in the following capacities:
  - 1. President
  - 2. Vice Presidents
  - 3. Associate Vice Presidents, Assistant Vice Presidents and Deans
  - 4. Department Chairs
  - 5. Directors, managers, supervisors (someone who reports to a director or manager)
  - 6. Primary Investigators (PI's) on sponsored programs.

- C. The account manager is responsible for maintaining budgetary control and is accountable for all expenditures in his/her unit or grant. The law expressly prohibits excess obligations (i.e., incurring obligations in excess of the lawful amounts appropriated by the legislature). The account manager is also responsible for safeguarding university equipment and capital assets.
- D. The account manager is authorized to spend funds allocated to his or her unit up to the approved budget limit. PI's may not exceed the sponsored program award amount during the program period. Account managers and PI's may be personally liable for expenditures in excess of budget.
- E. The sponsored program PI must operate within the budget defined in the notification letter from the Office of Research and Sponsored Programs. Sponsored program PI's may revise their budgets in accordance with guidelines established by the University and the respective sponsor or funding source.
- F. The account manager or PI is expected to plan all expenditures necessary to carry out the department/grant operation for the fiscal year (i.e., September 1 to August 31). State funds appropriated for the current year's budget may not be used for any other period. Extenuating circumstances may necessitate exceptions. Such exceptions require written approval from the VPFO or his/her appointed designee prior to the expenditure of funds.
- G. If the account manager requests an exception to a published document processing deadline, he/she must submit the request in writing. To be effective, the request must have approval of both the appropriate divisional vice president/Dean and the VPFO or his/her appointed designee.

**V. PROCEDURES REGARDING ACCESS PRIVILEGES**

- A. The account manager is responsible for approval of all financial transactions, including requisitions, p-card (purchasing card) reconciliations, and personnel actions. For each transaction, the account manager must indicate the account number to be charged. Sponsored program PI's may contact Post-Award Administration or the Office of Research and Sponsored Programs for assistance in coding expenditures on the sponsored program account.
- B. The account manager's signature (whether electronic or manual) denotes that a thorough review of the expenditure and supporting documentation as required has been conducted. The account manager's signature confirming approval for the expenditure of funds and must appear on all invoices, purchase requisitions, non-purchase order payments (NPOs), personnel actions, etc. The account manager, if a p-card holder, cannot purchase and sign p-card reconciliations, and an additional person must be delegated to approve p-card reconciliations. An account manager or his/her designee must have necessary security clearance for approving expenditures.
- C. The account manager may delegate access privileges (rights to perform specific financial transactions) to other individuals not including student workers. This delegation of access privileges does not relieve the account manager of any accountability or liability as outlined in this policy. The account manager may also delegate limited authority to expend funds to make purchases through the University's p-card programs, subject to the policies and procedures of p-card program(s) and the concurrence of the AVPFS or his/her designee.

- D. In the planned absence of an account manager, he/she may designate an individual to approve the actions included in this policy. The delegation must be in writing; specify the duration of the authority granted; and contain the account manager's signature.
- E. If the account manager is unavailable and has not delegated another person to act, then either the account manager's supervisor, the AVPFS, or the VPFO may act for the account manager.
- F. When a designee signs for an account manager, the designee shall sign the account manager's name and "by" the designee. For example: "Susan Jones (e.g. Account Manager) by John Smith (e.g. designee)".

#### VI. PROCEDURES FOR MAINTAINING BUDGET CONTROL BY ACCOUNT MANAGER

- A. Adequate records and files are mandatory for good fiscal management. Account managers should keep either hard copies or electronic files of documents, including, but not necessarily limited to the following:
  - 1. Purchase orders
  - 2. Travel applications and vouchers
  - 3. Interdepartmental transfers
  - 4. Invoices and receiving document (e.g. goods receipt) copies
  - 5. Equipment maintenance and other contracts
  - 6. Petty cash transactions
  - 7. Purchasing Card receipts and reconciled cardholder statements
  - 8. Other financial or personnel transactions, as appropriate or required by law.
- B. Receipts for goods must be signed within three (3) calendar days of receiving them to enable the University to meet the requirements of the State's Prompt Payment Act.
- C. Each month, the account manager or designee should verify all accounting and budget transactions reflected online by accessing their accounts via the Budget to Actual in Banner.
- D. The account manager or designee shall send a memo or email to the Controller or his/her designee if an error is identified.
- E. The account manager will submit the necessary personnel action request form to secure changes in the status of departmental employees (terminating, hiring, one-time pay, etc.).

#### VII. REVOCATION OF AN ACCOUNT MANAGER'S ACCESS PRIVILEGES

- A. Misuse (for example, using funds for a purpose other than delineated in the budget; use of funds for private purposes) or over-expenditure (i.e., incurring obligations in excess of the lawful amounts as approved by the funding source) may result in an account manager's p-card privileges being suspended or revoked by the Director of Procurement and Payment Services, with concurrence of the AVPFS. In addition, the VPFO, in consultation with the account manager's supervisor, may suspend or revoke an account manager's access privileges. This revocation may be applied to all accounts controlled by the account manager, if deemed appropriate and in the University's best interest.

- B. The VPFO or the President may reinstate an account manager’s access privileges. If the offender is the VPFO or the President, the matter will be referred to the System.
- C. All employees subject to this policy are required to adhere to State law, rules and regulations, including but not limited to those regarding purchasing, procurement, ethics, conflicts, disclosure, fraud, waste and abuse, in addition to System and/or University policies and procedures.

**VIII. REVIEW AND RESPONSIBILITY**

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

**IX. APPROVAL**

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date
Dr. Jaime R. Taylor	07/29/2021
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	02/15/2016	Initial version.
2	08/13/2020 06/16/2021	Policy revised/updated to reflect current practice at LU and MAPP format (08/13/2020). Revised by subject matter experts in Financial Services to reflect current practice (06/16/2021).
	07/29/2021	Version approved by President.