

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	July 2000
Section 6.1	Accounting	Revised:	September 2008
<b>Policy 6.1.1</b>	<b>Accounting Office Responsibility and Authority</b>	Responsibility:	Assistant Vice President for Business Affairs

## **ACCOUNTING OFFICE RESPONSIBILITY AND AUTHORITY**

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### **Responsibility and Authority**

The Accounting Office is charged with the responsibility of maintaining the official financial records of the Health Science Center. This responsibility involves determining compliance with all state, federal, regental, grantor, and/or donor, as well as institutional rules, regulations, and restrictions for the receipt, transfer, and disbursement of the institution's funds. The Accounting Office 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 Accounting Office is also responsible for the preparation of financial reports and statements of the institution. Information regarding the Accounting Office operations is available at: <http://www.uthscsa.edu/business/accounting/>.

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