

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.4	Bursar	Revised:	September 2008
Policy 6.4.1	Responsibility	Responsibility:	Assistant Vice President for Business Affairs

RESPONSIBILITY

Overview

The Bursar's Office is responsible for the management of the student accounting, cashier, and investment functions. The student accounting function includes collection of student tuition and fees; student tuition and fee installment program; management, billing, and collection of all student long and short-term accounts receivable. The cashier function includes serving as the depository for all institutional funds and administering the institution's petty cash fund. The investment function includes managing investable cash assets to optimize return and liquidity in compliance with pertinent federal, state, and The University of Texas System investment policies. The Bursar's Office maintains a web page detailing various functions of the office, <http://www.uthscsa.edu/business/bursar>.
