Unrestricted Accounting - HSC

Accountability Goals

Fiscal Year 2025

**Journal vouchers:**

All documents will be reviewed by Unrestricted Accounting – HSC staff no later than last department approval queue date (FOIAPPH) plus one (1) business day if queue Z110 is next approver.

Any document that is in queue Z110 by noon on the day of the FSM month-end deadline (typically second business day of the following month) will be reviewed by the end of the work day to accommodate finance books closing.

**Requisitions:**

All documents will be reviewed by Unrestricted Accounting – HSC staff no later than last department approval queue date plus two (2) business days.

In situations where additional information is requested by Unrestricted Accounting, department response is requested within five (5) business day. Items not addressed at the end of this period will be returned for modification.

**Chrome River Expense and Invoice Reimbursements:**

These will be reviewed within three (3) business days of receipt in the HSC Unrestricted Accounting queue.

In situations where additional information is requested by Unrestricted Accounting, department response is requested within five (5) business day. Items not addressed at the end of this period will be returned for modification.

**Non-Standard Payment Forms**:

All payroll documents will be reviewed by Unrestricted Accounting – HSC Accounting staff no later than one (1) business day after receipt and forwarded to next processing unit.

**P-Card Exception Requests:**

Will be reviewed by Unrestricted Accounting – HSC staff within one (1) business day after being submitted via the online form.

**Scholarship Forms:**

Will be reviewed by Unrestricted Accounting – HSC staff within one (1) business day after being received in our office.

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We will strive to meet or exceed these goals, but please be advised that during periods of heavy document flow, or when staff is on vacation, etc., this may not be possible. We appreciate your understanding.

(Updated 10/31/24)