

Unrestricted Accounting - HSC Accountability Goals Fiscal Year 2019

(Updated 7/31/18)

Journal vouchers:

All documents will be reviewed by Unrestricted Accounting – HSC staff no later than last department approval queue date (FOIAPPH) plus two (2) business days if queue Z110 is next approver.

Any document that is in queue Z110 by FSM month-end deadline (typically by 5:00 pm last business day of the month) will be reviewed prior to finance books closing at 5:00 pm second business day of the month.

Requisitions:

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

Chrome River Expense and Invoice Reimbursements:

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

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.

SUB Pre-Approval 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.

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.