CHAPTER 6
FISCAL POLICIES AND PROCEDURES
Table of Contents

6.1. ACCOUNTING
6.1.1 Accounting Office Responsibility and Authority
6.1.2 Definitions
6.1.3 Fund Groups
6.1.4 Payments to Consultants and Non-Employees
6.1.5 Payment Requests and Types of Services Paid Via Payment Requests
6.1.6 Requirements for Official Functions and Entertainment
6.1.7 Discretionary Funds
6.1.8 Not in Use
6.1.9 Automatic Late Payment Interest
6.1.10 Required Documentation for Payment Requests
6.1.11 PeopleSoft E-Procurement Requisition (REQ) Purchases and Payments
6.1.12 Refunds
6.1.13 Inter-Departmental Transfers (IDT)
6.1.14 Supplying and Billing for Products or Services Outside of UT Health San Antonio
6.1.15 Electronic Fund Transfers (EFT) by Federal and Other Agencies

6.2 TRAVEL POLICIES AND PROCEDURES
6.2.1 Travel Policy Sources
6.2.2 Leave Accounting
6.2.3 Foreign Travel
6.2.4 Contract Travel Agencies
6.2.5 UT Contracted Travel Agency Use
6.2.6 Contract Lodging
6.2.7 Car Rental Firms
6.2.8 Individual Travel Credit Cards
6.2.9 Authorization to Travel for Employees, Students and Residents
6.2.10 Authorization to Travel for Consultants and for Services Performed by Persons Other Than Employees
6.2.11 Travel Advances
6.2.12 Purchase of Airline Tickets
6.2.13 Purchase of Airline Tickets for Official Visitors
6.2.14 Travel Reimbursement Policies
6.2.15 Receipts for Travel Expenses
6.2.16 Packaged Travel Arrangements
6.2.17 Apartment Lease
6.2.18 Business and Personal Combination Trips
6.2.19 Not in use
6.2.20 Not in use
6.2.21 Transportation Expenses on Travel Voucher
6.2.22 Meals and Lodging Expenses on Travel Voucher
6.2.23 Other Reimbursable Travel Expenses on Travel Voucher
6.2.24 Travel to Washington D. C.
6.2.25 State Fuel Cards
6.2.26 Use of University of Texas System Aircraft

6.3 PROPERTY CONTROL
6.3.1 General Policy
6.3.2 Acquisitions of State Property
6.3.3 Deletion of State Property
6.3.4 Changes and Reporting
6.3.5 Physical Inventories
6.3.6 Not in Use
6.3.7 Equipment Moves
6.3.8 Property Removal Permit

6.4 BURSAR
6.4.1 Responsibility
6.4.2 Cash Receipts/Deposits
6.4.3 Petty Cash Fund
6.4.4 Investment of Funds
6.4.5 Credit Card Merchant Requirements

6.5 PAYROLL SERVICES
6.5.1 Processing
6.5.2 Types of Payroll
6.5.3 Instructions for Hourly/Overtime Pay
6.5.4 Payroll Reporting
6.5.5 Supplemental Payments to Employees
6.5.6 Payment to Nonresident Aliens
6.5.7 Direct Deposit
6.5.8 Stipend Payments to Students

6.6 MATERIALS MANAGEMENT
6.6.1 Responsibilities
6.6.2 General Stores
6.6.3 Warehousing
6.6.4 Central Receiving
6.6.5 Linen Services
6.6.6 Mail Services
6.6.7 University Vending Services
6.6.8 University Dining Services

6.7 PURCHASING
6.7.1 Policies
6.7.2 General Purchasing Procedures – Commodities
6.7.3 Special Purchasing Procedures – Commodities
6.7.4 General Purchasing Procedures – Services Over $5,000
6.7.5 Special Purchasing Procedures – Services
6.7.6 Delivery Follow-up and Expediting
6.7.7 Other Information
6.7.8 Reporting of Service Contracts

6.8 HISTORICALLY UNDERUTILIZED BUSINESS (HUB)
6.8.1 Policy
6.8.2 Administration and Responsibilities
6.8.3 Definitions
6.8.4 Good Faith Effort Goals

6.9 BOOKSTORE
6.9.1 Responsibility
6.9.2 Orders
6.9.3 Required Book Lists
6.9.4 Departmental Manuals
6.9.5 Graduation Caps and Gowns
6.9.6 Return Policy
6.10 ENDOWMENTS
6.10.1 Endowments
6.10.2 Gifts: Acceptance, Processing, and Solicitation
6.10.3 Establishment and Management of Endowments