

## UNIVERSITY RULE

### **21.01.01.M1      Accounting Procedures for Departmental Fiscal Record Keeping**

*Approved January 4, 1999*

*Next Scheduled Review: July 16, 2012*

*Supplements [System Policy 21.01](#) and [System Regulation 21.01.01](#)*

#### 1.      GENERAL

The Department Head or Director is responsible for maintaining proper departmental fiscal records for all accounts belonging to his/her department. The budgets for the accounts must be maintained and not overdrawn.

Departmental fiscal records are to be reconciled to the University's accounting system regularly and any outstanding reconciling items should be cleared as soon as possible.

OFFICE OF RESPONSIBILITY: [Financial Management Operations](#)

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