

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Finance

**Section** Account Code Assignment and Maintenance

### I. Purpose

This policy explains how to acquire a University account code and the management responsibilities of an account custodian.

### II. Policy

The University's financial management system is based on accounts identified for specific objectives. Each account has a code number assigned (like a bank account number). New accounts are established by the Associate Budget Officer in the Finance Office using a "Request for Account Code" form (see copy in Attachment A).

Instructions for Completing Request for Account Code Form:

- The account title can be no more than 20 characters in length (including spaces between words).
- The account custodian is the University employee who will be responsible for fund expenditures.
- The department head is the University employee whose role is to oversee the activity conducted.
- The purpose of the account is the reason for which the account is being established and/or the activity for which funds will be collected and/or expended.
- The source of revenue is the origination source such as a transfer from another University account, membership dues, income generated from fund raisers, etc.
- The opening budget is the amount of the initial deposit or transfer of funds.
- Estimated expenditures are to be identified by category: salaries and benefits, operations, equipment or other.
- The duration of account activity is the start date and end date (if applicable).
- The authorized account signature is the University employee serving as the account custodian.
- The counter signature is not required, but would be a University employee serving as a second account custodian (if there is one).
- The division head approval or department chairperson approval is the University employee whose role is to oversee the activity.
- The vice president approval is the individual to whom the division head or department chairperson report.

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### Assignment of Account Code

The completed form is presented to the Associate Budget Officer who assigns an account code number. A signature card is created, signed by the account custodian and the University employee whose role is to oversee the activity conducted, and kept on file in the Accounting Office to use in making sure that purchase/expenditure paperwork is signed by the authorized individual(s).

### Account Maintenance

On a monthly basis, a computerized printout of the “Account Statement in Whole Dollars” and “Report of Transactions” is mailed to the University employee identified as the responsible person for each account. These printouts should be shared with the account custodians who is expected to review and/or “balance” their accounts monthly. If there is a question about an entry which appears on the monthly printout, call the Associate Budget Officer at extension 1101.