



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 50.19, **Use of the Accounting System and Services by Student and Other Organizations**

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish rules and guidelines for the use of the accounting system and services by student and other organizations.

**REVIEW:** This HSCEP OP will be reviewed June 1 of every odd-numbered year by the Director of Accounting Services, with recommendations for revisions submitted to the Chief Financial Officer by June 15.

### **POLICY/PROCEDURE:**

#### **1. General.**

- a. Registered faculty, staff, alumni, and student organizations may use the institution's accounting system (Banner). These organizations may establish agency funds defined as assets not owned by the institution but held in custodianship. Fund numbers ranging from 800000 to 809999 are assigned to agency organizations.
- b. Use of the Accounting System with properly designed internal controls causes transactions initiated on agency funds to be subject to institutional checks and balances with regard to unallowable transactions. Thus, transactions that are normally NOT allowed on institutional funds, but that can be completed on agency funds, may require additional processing time and approvals.

#### **2. Establishment of Organization Funds.**

To establish a fund in Banner for a student or other organization, the following conditions must be satisfied:

- a. The organization must register with the Registrar and provide a copy of the registration to Accounting Services.
- b. The fund manager (See HSCEP OP 50.03, Fund Manager Designation and Responsibilities) for the organization must request access to Banner Finance via the TEAM Application at <https://banapps.texastech.edu/team/SelectApplication.aspx>.
- c. After all approvals and accesses have been received, a new fund must be requested via the New Fund Request System at [https://banapps.texastech.edu/itis/fi\\_newfund/default.aspx](https://banapps.texastech.edu/itis/fi_newfund/default.aspx). A copy of the registration should be attached to the new fund request.
- d. After the fund number has been assigned, the organization may make deposits to the fund through the online cash receipts system with Student Business Services (SBS), located at <https://aws01.ttuhscc.edu/cashreceipts/>. HSCEP OP 50.08, Deposit Procedures and HSCEP OP 50.26, Completion of Cash Receipts provide additional guidance and instruction.

#### **3. Disbursements from Organization Funds.**

- a. A TechBuy Requisition must be processed with original vendor quotes attached, and will

be used to create a Purchase Order for all payments to vendors or individuals. For student organizations, the Requisition must be approved by the appropriate individual authorized by the Financial Manager. Instructions for completing and submitting a TechBuy requisition are found on the Purchasing website at <http://el Paso.ttuhsc.edu/fiscal/businessaffairs/purchasing/>. Additionally, operating policies numbered under HSCEP OP 72 provide instructions/guidance on Institutional Purchasing Policies and Procedures.

- b. Organizations should submit the Requisition to Purchasing at least five working days prior to the date the payment is needed or due.
- c. A few days subsequent to the PO being approved and processed, the check will be mailed by Payment Services to the payee unless alternate check delivery instructions were requested by proper notation on the Requisition.

4. **Use of Institutional Services by Student and Other Organizations.**

- a. Student and other organizations may use institutional services, such as the Central Warehouse, Copy and Mail Services, Communication Services, the University Center, and the Bookstore.
- b. The institution may provide services to agency organizations as long as the services provided are for a proper public purpose and there are controls to insure the institution is provided adequate benefit and consideration.
- c. Service Departments providing services will process charges against agency funds using the Gateway System.