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## Fiscal Responsibilities, 10/22/2009

Business & Finance University of Nebraska at Omaha

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## Fundamental Fiscal Responsibilities

UNO personnel with fiscal responsibilities have the following fundamental responsibilities:

### General Responsibilities

- Use University resources for University purposes; never for personal gain or self benefit.
- Know and understand University policies and procedures.
- Ensure that expenditure of University resources comply with Board of Regents and University policies.
- Use Purchasing and Event (team travel) Cards in compliance with related policies.
- Ensure the integrity of the University financial records to assure accurate financial reporting.

### Budgetary Responsibilities

- Ensure expenditures do not exceed resources allocated to your administrative unit.
- Handle all monies received in accordance with the University's Cash Handling Policy.
- Account for change funds held by the department in accordance with the Change Fund Policy.
- Approve only expenses allowable under University guidelines.
- Support all transactions with proper and complete documentation.
- Review monthly reports by the end of the following month.
- Ensure transactions are properly posted to the appropriate cost object, within the purpose of the cost object and posted to the proper general ledger account.
- If applicable, ensure transactions are within the restrictions established by the related gift, grant, or contract.

### Asset Management Responsibilities

- Safeguard physical assets to maintain their value and usefulness to the University.
- Track equipment in compliance with the University's Property Policy.

### Documentation Responsibility

- Maintain financial documentation in compliance with the Records Management Policies.

### Reporting Fiscal Improprieties Responsibility

- Report immediately any fiscal improprieties (within your department or another department) to the Vice Chancellor for Business and Finance or the Manager of Operations Analysis.