



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

## Accounting and Administrative Manual

### Section 100: Accounting and Finance

#### **Purpose and General Information**

No.: Intro-01

Date: 05/12/08

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#### Purpose:

1. To aid in the understanding and utilization of the university accounting system.
2. To develop and maintain consistency in the application of accounting principles within the university system.
3. To aid in the preparation and processing of accounting transactions.
4. To accumulate a summary of accounting and related procedures for reference purposes.

#### Local Accounting Practices and Procedures:

1. Accounting practices, procedures and manuals may be developed at the campus or other local level to supplement items enumerated in this section of the University of Alaska Accounting and Administrative Manual.
2. Local accounting practices and procedures may not be inconsistent with this section of the University of Alaska Accounting and Administrative Manual.

#### Exceptions to Established Accounting and Finance Procedures:

Exceptions may be granted by the University of Alaska Controller to specific offices or units from certain accounting and finance procedures. The exceptions are granted only to the specific office and/or individuals to whom requested the exception and do not apply system-wide.

An office or individual receiving a specific exception should note in the accounting and administrative manual, at the related procedure, that an exception has been granted and the date of the exception authorization. The authorizing document is to be filed behind the prescribed procedure.

Concerned individuals or units may direct requests for exceptions, citing the particular circumstances, to the chief financial officer of the major administrative unit (Vice Chancellor for Administrative Services or equivalent). The unit's chief financial officer will review and revise if necessary, and if approved, forward to the Controller.

The Controller will respond in writing either approving, modifying or denying the request.



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#### University of Alaska Financial Administration:

Board of Regents

President

General Counsel

Chief Human Resources Officer

Chief Information Technology Officer

Vice President for Academic Affairs

Vice President for Finance and Administration and Chief Finance Officer

Vice President for University Relations

Chancellor of the University of Alaska Anchorage  
Vice Chancellor for Administrative Services\*

Chancellor of the University of Alaska Fairbanks  
Vice Chancellor for Administrative Services\*

Chancellor of the University of Alaska Southeast  
Vice Chancellor for Administrative Services\*

\*Indicates chief fiscal officer (CFO) of a regional administrative unit.

Except during the absence of the CFO, responsibilities assigned to the CFO may not be delegated unless stated in the procedures. A delegation must be in writing, and appropriate segregation of duties must be maintained.



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#### Position Designations for Accounting and Finance Procedures:

The university administration has the responsibility to provide reasonable assurance that its resources are properly utilized and safeguarded. In order to provide this assurance, the administration must depend on the integrity of its accounting records and a reliable system of management controls. Segregation of duties and a system of authorizations and approvals are basic elements of the management and internal controls required.

Careful attention should be given to matching the personnel within each office to the functional descriptions. Small office units may not have sufficient personnel to have each position function performed by a separate individual. Consideration should be given to alternative procedures and approvals which may be appropriate in the circumstances. In general, no one individual should be responsible for the handling of all phases of a transaction, and if possible, responsibility for the custodianship of resources should be separate from the accounting for the resources. In particular, persons having cashier responsibilities should have no responsibilities for accounts receivable other than recording the payments on account.

The position and location descriptions utilized throughout this manual are intended to be functional descriptions of the positions/locations. The descriptions are not intended to designate job titles of reporting relationships or specifically named offices.

The following is a sample list of titles used in this manual. The list is not all-inclusive.

Vice Chancellor for Administrative Services or Director of Administrative Services	Identifies a chief fiscal officer of a regional administrative unit reporting directly to a chancellor. Includes vice chancellor for finance or administration and similar positions.
Business Office Manager	Identifies a supervisory position with broad overall responsibility for the cash receipt, accounts receivable, purchasing and/or disbursement functions.
Business Office Cashier	Identifies a position responsible for the receipt of money and the custody of general cash funds for the unit.



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Business Office Receivables Clerk	Identifies a position responsible for the analyses and maintenance of all accounts receivable detail. Maintenance of accounts receivable includes the review of all data input and the supervision of the accounts from inception through closing.
Business Office Accounting Clerk	Identifies a position responsible for the analyses and maintenance of the unit's general ledger, revenue and expenditure accounts.
Business Office Budget Authorization Clerk	Identifies a position responsible for the determination of the availability of budgeted funds for specific expenditure requests and the recording of requisitions and travel authorizations.
Business Office Payables Clerk	Identifies a position responsible for the processing and recording of purchase orders and invoices.
Business Office Disbursement Clerk	Identifies a position responsible for the preparation and distribution of checks.
Business Office Travel Clerk	Identifies position responsible for the compliance review of travel expenditures to established policy and the related accounting.
Grant and Contract Services Manager	Identifies a supervisory position with broad overall responsibility for processing support for restricted fund financial activity.
Grant and Contract Services Clerk	Identifies a position with responsibility for processing support for restricted fund financial activity including budget authorization for expenditures, overhead recording and billing.
Computer Center	Undesignated position for functions performed at the university's central computer facility.