

COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 203</b>
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Expectations of Employees with Fiscal Responsibilities</b>	Effective date: 01/01/2000
	Revision date: 12/2/2014

**PURPOSE**

To describe the expectations of employees with fiscal responsibilities within departments.

**SOURCE**

Arizona Revised Statutes §§ 38-501 to -511

University Policy

**DEFINITIONS**

**Employee with fiscal responsibility** - anyone who initiates, processes and/or approves transactions against a departmental budget. This may be within a transactional system or by other means of written or verbal approval. This responsibility applies to transactions with any type of budget/funding source: state, local, foundation, grant/project or capital.

**CMP 203: Expectations of Employees with Fiscal Responsibilities**

The expectations of employees with fiscal responsibilities within departments include:

1. Processing transactions against the department’s budget only for those transactions that are consistent with the department’s purpose.
2. Approving only those transactions for which the approver has reviewed the supporting documentation and is satisfied that the transaction is appropriate, accurate and complies with applicable laws, regulations, policies and procedure.
3. Recognizing and being sensitive to the fact that an important part of the delegated accountability for the financial management of NAU’s resources is the establishment and implementation of adequate internal controls. Internal control is the integrated process of checks and balances established by the university and the department to provide reasonable assurance to protect university assets; to prevent unintentional errors; to detect intentional miscoding, misuse, or misappropriation of university resources; and to reduce risk. Additional information can be found in policy [CMP 603: Internal Controls](#).
4. Assuming responsibility for communicating identified operational problems, deviations from established standards, and suspected or actual violations of university policies and procedures or state law to an appropriate department.
5. Being mindful of the expectation of compliance with accounting, financial, budgeting and other related administrative responsibilities. Several resources are available for your reference of these policies and procedures. Please note that this list may not be all inclusive and that there may be other University level or more restrictive departmental policies that apply.

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**CMP 203: Department Manager Responsibilities**

- a. [Comptroller policies](#)
- b. [Purchasing policies](#) (Sections 100 – 600)
- c. [Purchasing Card policies](#) (Section 800)
- d. [Internal Control Resources](#)
- e. [NAU CERT Program](#)
- f. [Code of Conduct](#) for State of Arizona Employee Engaged in Accounting, Financial and Budgeting Activities