



Compliance Corner: Account Manager Processes

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Account Verifications – October, November, December: Due by January 30th

Please consider finding a mentor, or scheduling training with FMS if you find yourself struggling to understand your departmental accounts.

Are purchases for your department made on a timely basis, reviewed and approved for accuracy?

Are contracts* properly routed through RGSO allowing ample time for review?

Are procurement card purchases made within the rules for using procurement cards?

Is departmental travel booked on a timely-basis? Is foreign travel vetted through the appropriate channels including export control review?

Are your accounts verified on a monthly basis with each transaction being verified and any outstanding items recorded to ensure BBA are adjusted for outstanding items?

Is payroll processed on a timely basis, payroll reports are reviewed and approved, and are corrections quickly resolved?

Are work order requests submitted with proper back up and recorded as outstanding items until paid and cleared on FAMIS account?

Are encumbrances cleared when payment is made and clears FAMIS?

Related Statutes, Policies, or Requirements

System Policy <http://policies.tamus.edu/21-01.pdf>

TAMU Rule <http://rules-saps.tamu.edu/PDFs/21.01.01.M1.01.pdf>

Contracts* <http://www.tamug.edu/research/Resources/Contracts.html>

Disbursement Manual <http://disbursement.tamu.edu/purchase/purchasing/>