



46.004: Monitoring Expenditures and Revenues

Responsible Executive: Vice President for Finance and Business
Responsible Office: Auxiliary Enterprises and Services
Related Policy:
Approved-On Date: March 16, 1995
Effective Date: March 16, 1995
Revision Date:

Policy Statement

Auxiliary Enterprises and Services must operate on a self-supporting basis. Therefore, it is necessary that all expenditures be monitored to ensure a break-even or better status at year end.

Purpose

This policy sets forth the University's policy and procedures for monitoring expenditures of Auxiliary Enterprises and Services. The policy and procedures apply to all expenditures incurred by the various enterprises of the University.

Procedures

1. The monthly expenditures and revenue reports in the accounting system shall be monitored by the Accounting Manager and reviewed by the Associate Director of Auxiliary Enterprises and Services for accuracy and correctness of transactions.
2. Any discrepancies or errors are to be investigated and corrected promptly.

