

Updates to Financial Management Operational Guidelines (FMOG)

FAR Meeting
October 2020

Updates

1. Cell Phone Allowances
2. Surplus Property
3. Vendor Invoices
4. Employee Gifts
5. SAHARA

Cellular Phone Allowances

Submit eForm to Payroll by the 15th

New allowance

Attach Allowance form to eForm

Transfer (same department)

Attach Allowance form to eForm

Transfer (different department)

Original department: Submit Job Record Data Change Request eForm
New department: Attach Allowance form to eForm

Leaving UTSA

Submit Job Record Data Change Request eForm to discontinue allowance

See details in [Cellular Phones and Service Allowances FMOG](#)

Surplus Property

Reminders:

- Only the Surplus Property Department may dispose of or sell UTSA property
- University Sourced Merchandise (e.g. athletic memorabilia) a separate class of property; out of scope

[Surplus Property FMOG](#)

Vendor Invoices

- If departments receive vendor invoices, date stamp when received and email to DTS as soon as possible
- DTS receives mail once daily
- Reminders: 30-day payment requirement; disputes within 21 days of invoice

Texas Prompt Payment Law FMOG

Employee Gifts

- University credit cards must not be used
- Differential tuition disallowed
- Clarified procedures for processing payments and reimbursements (section K)

[Employee Awards, Gifts and Prizes FMOG](#)

SAHARA

Department Financial Reviews FMOG

- Previously *Monthly Financial Report Reconciliation Process*
- General guidance on monthly reconciliations and reviews

Monitoring Plan for Segregation of Duties and Review of Financial Activity

- Previously *Monitoring Plan for Segregation of Duties and Reconciliation of Accounts*

QUESTIONS





Thank you!

The University of Texas at San Antonio

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