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

<table>
<thead>
<tr>
<th>Submission Category</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submit eForm to Payroll by the 15th</strong></td>
<td></td>
</tr>
<tr>
<td>New allowance</td>
<td>Attach Allowance form to eForm</td>
</tr>
<tr>
<td>Transfer (same department)</td>
<td>Attach Allowance form to eForm</td>
</tr>
</tbody>
</table>
| Transfer (different department)   | Original: Submit Job Record Data Change Request eForm  
New: 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)
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

UTSA
Financial Affairs

Your partner for successful solutions