



Financial Services Fiscal Services • Collections

What We Do

Fiscal Services (For Students)

- Accurately assess and bill 32,000 students' tuition and fee payments, exemptions and refunds
- Administer Rowdy Pay payment gateway system for payment of tuition and fees that is user friendly and mobile phone friendly
- Accept and process library fine payments
- Annually process more than 30,000 1098Ts to students
- Process student third-party sponsorship billing
- Coordinate VA Chapter 33 and payment posting
- Collect housing deposits and rent payments
- Process and collect returned check payments
- Reimburse for money lost in vending machines

Fiscal Services (For Departments)

- Processing, data entry and reconciliation of all deposits on behalf of departments (cash, checks and credit cards)
- Process credit cards directly for low-volume departments
- Ensure revenue is posted to appropriate accounts in UT Share/ PeopleSoft and cash/checks are deposited into university's operating account with Chase Bank
- Provide funding for initial petty cash requests and process reimbursements for authorized expenses to faculty and staff
- Research departmental queries concerning deposits and transactional reference documents upon request
- Administer the UTSA Marketplace, an online solution for departments to offer goods and services

Collections

- Internal collection activity for delinquent student receivables and non-student invoices
- Negotiate payment arrangements, submit past-due notices and submit comptroller hold
- Billing and management of long-term student loans
- Setup and approval of petty cash funds
- Maintain Payment Card Industry (PCI) compliance reporting for all university-issued credit card merchant IDs

Mission

Provide UTSA students, faculty and staff with relevant, accurate and reliable financial and property accounting services. We deliver efficient, student-friendly, and customer-focused service in support of the university's overall mission.



Training

Cash Handling 101 (AM 560)

Contact Us

Financial Services: 210-458-4221
financial.services@utsa.edu

Collections: 210-458-4297
UTSAcollections@utsa.edu
Perkins.LoanOffice@utsa.edu

Location
Main Campus: FLN 1.04.08

Fiscal Services: 210-458-8000
fiscalservices@utsa.edu
utsa.edu/fiscalservices

Locations:
Main Campus: JPL 1.02.02
Downtown Campus: Frio Street Bldg. 2.402