



Texas Southern University

Staff Council By-laws

Article VII. BUDGET AND FINANCE

Section 1. Source of Funds

The University shall establish and fund an operating budget sufficient to meet reasonable operating expenses of the Staff Council.

Section 2. Account Management

The account chairperson shall be the Vice President for Finance/Chief Financial Officer of the University; the Staff Council Treasurer shall be established as the account head with alternate signature authority assigned to the Staff Council Chair.

Example:

-Flow of funds, are as follows:

1. Treasurer – Shall serve as the initial *requestor*.
(*Treasurer shall complete a manual requisition request for expenditures of funds as the initial approval to electronically enter requisitions into Banner*)
2. Staff Council Chair – Will be the *first level approver* for the expenditure of funds.
3. Vice President for Finance/CFO – Will be the *final approver* for the expenditure of funds.
4. Staff Council Chair – Shall present a monthly expense/revenue report to the President of the University, prepared by the Treasurer of the Staff Council.

Section 3. Account Review

At all times details of revenues and expenditures made on behalf of the Staff Council shall be available for review and audit. The Staff Council Treasurer shall maintain transaction records for not less than three (3) years.