**Policy and Procedure Statement System FSS/PPS No. 01.01 (01.01.01)**

**Issue No. 10**

**Effective Date: 06/28/2019**

**Next Review Date: 06/01/2023 (E4Y)**

**Senior Reviewer: Executive Assistant for Finance and Support Services**

1. **POLICY STATEMENTS**
   1. This system provides a standard format for defining and communicating Finance and Support Services Policy and Procedure Statements (FSS/PPSs). The system provides a means of review and revision to assure that FSS policies and procedures reflect current practices.

01.02 FSS/PPSs are related to the FSS Division and may also affect other parts of the university.

**02.** **AUTHORITY INVOKED BY FINANCE AND SUPPORT SERVICES POLICY AND PROCEDURE STATEMENTS**

02.01 The PPS system is established under the general authority of the vice president for Finance and Support Services (VPFSS), the chief financial officer of the university. Further specific authority to establish a policy system for the division is granted in Section 05. of [UPPS No. 01.01.01](https://policies.txstate.edu/university-policies/01-01-01.html), Policy and Procedure Statements System.

02.02 At any time a conflict should occur between an FSS/PPS and policy as reflected in documents of a higher authority (i.e., federal law, state law, Texas Higher Education Coordinating Board policy, The Texas State University System (TSUS) Regents’ Rules, etc.), the policy as outlined in the document of higher authority will prevail. At any time a conflict should occur between Texas State university policy and procedure statements (UPPS) and divisional policy statements, the UPPS will prevail.

**03.** **PROCEDURES FOR DEVELOPING FINANCE AND SUPPORT SERVICES POLICY AND PROCEDURE STATEMENTS**

03.01 FSS/PPSs are issued at the discretion and subject to the final approval of the VPFSS.

03.02 A proposed FSS/PPS is developed following consultation with the VPFSS or at the request of the VPFSS. The FSS/PPS review process begins when a draft FSS/PPS is submitted to the VPFSS.

03.03 The VPFSS will review the draft FSS/PPS and may recommend revisions prior to the general review of the Extended Business Services Council (EBSC).

03.04 Possible modifications can occur based on comments received by EBSC members with the final review and approval of the VPFSS.

03.05 If the VPFSS determines that circumstances require the immediate implementation of an FSS/PPS, the VPFSS may waive any or all the steps above and approve an FSS/PPS. Such approval authorizes immediate implementation of the policy.

**04.** **PROCEDURES FOR FORMATTING FINANCE AND SUPPORT SERVICES POLICY AND PROCEDURE STATEMENTS**

04.01 All FSS/PPSs will consist of the following sections:

|  |  |
| --- | --- |
| Header | Name, number, issue number, reviewer, revised date, effective date, and review date |
| Policy Statement | Purpose of policy |
| Definitions | As necessary |
| Procedures | Informs readers on how to proceed |
| Reviewers | Lists individuals responsible for review |
| Certification | Signature of reviewer and vice president |
| Links | Referenced documents |
|  |  |

04.02 The heading of FSS/PPSs will be similar to the heading of this PPS. Draft FSS/PPSs will bear the designation "DRAFT" on the top right-hand corner of the first page as well as the date of the draft.

04.03 The first section of each FSS/PPS should present a brief rationale for the policy.

04.04 Subsequent sections of the FSS/PPS should, in numbered sections, provide the specific details of the policy or procedure.

04.05 The next to the last numbered section will be titled "Reviewers of this PPS," and will list all initial responsibilities by position and the date of such responsibility. The following guidelines should be followed in developing this section:

a. FSS/PPSs will be formally reviewed at least once every five years. Certain FSS/PPSs may require more frequent reviews. Policies will be reviewed according to their review cycle (e.g., every other year (EOY), odd-numbered years (ONY), even-numbered years (ENY), every two years (E2Y), etc.) from the last action date.

b. "On-demand" and "Weekly" responsibilities will not be listed.

c. Actions that need to be accomplished "quarterly," "annually," and "monthly" need exact months and days specified.

04.06 The final section of the FSS/PPS consists of the Certification Statement. This section will contain the names and titles of those in the approval chain of the senior reviewer.

**05.** **PROCEDURES FOR ISSUING FINANCE AND SUPPORT SERVICES POLICY AND PROCEDURE STATEMENTS**

05.01 Any person or office may originate an FSS/PPS through established administrative channels.

05.02 FSS/PPSs will be issued in a form similar to this FSS/PPS and will be numbered consecutively within categories as described:

|  |  |
| --- | --- |
| First Two Digits of Number | Category Description |
| 01 | Executive Management |
| 02 | Academic Administration |
| 03 | Fiscal Operations |
| 04 | General Administrative Services |
| 05 | Logistical Services |
| 06 | Community Relations or Public Service |
| 07 | Student Services |
| 08 | Facilities |

05.03 The executive assistant for the FSS Division will oversee the operation of the FSS/PPS system. Duties will include systematic filing of PPSs, new issues, pen and ink changes, and maintaining an FSS/PPS index.

05.04 Proposed FSS/PPSs (01.xx thru 08.xx) will be routed for approval through administrative channels to the VPFSS. Upon final approval, the executive assistant will forward the policy to the director of University Planning and Assessment for posting on the [Policy and Procedure Statements website](https://policies.txstate.edu/).

**06. PROCEDURES FOR REVIEWING AND REVISING FINANCE AND SUPPORT SERVICES POLICY AND PROCEDURE STATEMENTS**

06.01 The VPFSS executive assistant will be responsible for monitoring the review cycle and assuring that FSS/PPSs are reviewed according to that cycle.

06.02 The executive assistant will notify the senior reviewer of policies that are due for review on a monthly basis. The senior reviewer will access the current Word document of the official PPS on the [Policy and Procedures Statements website](https://policies.txstate.edu/). The reviewer should suggest any changes to the FSS/PPS that the reviewer deems appropriate using Word Track Changes.

06.03 Any individual may suggest the update, revision, or cancellation of FSS/PPSs by filing the suggestion through appropriate administrative channels to the VPFSS. The reviewer will submit any revisions to the VPFSS, and the justification for the update, revision, or cancellation that initiates the review process should be made explicit.

06.04 Should a significant modification to an FSS/PPS be required, a new issue number with the same FSS/PPS number will be prepared and issued and the current issue of the FSS/PPS will be deleted.

06.05 When suggested changes to the PPS are minor, the issue number and effective date will stay the same, with only a revised date added to reflect the month and year of the revision.

06.06 Any revisions should be submitted to the VPFSS office for review. Upon review by the VPFSS office, the executive assistant will disseminate the draft FSS/PPS to EBSC for review for ten working days.

06.07 If comments are received, the executive assistant will forward the comments to the senior reviewer for consideration. Any additional revisions will be forwarded to the VPFSS for approval.

06.08 If no comments are received, the final FSS/PPS will be routed to the senior reviewer and chain of command for signatures.

06.09 Upon receipt of all appropriate signatures, the FSS/PPS will be sent to the director of University Planning and Assessment for posting to the [Policy and Procedure Statements website](https://policies.txstate.edu/).

**07. PROCEDURES FOR DISSEMINATION OF APPROVED POLICY AND PROCEDURE STATEMENTS**

07.01 Following approval of a new or revised FSS/PPS by the VPFSS, notification of the release of the official FSS/PPS will be made in the following manner:

1. All new or revised official FSS/PPSs will be placed on the next available BSC agenda.
2. An electronic copy of the official FSS/PPS will be posted on the [Policy and Procedures Statement website.](https://policies.txstate.edu/)

c. An official signed copy will be retained in the VPFSS office.

07.02 The current official version of the FSS/PPS will be the latest version posted to the [Policy and Procedures Statement website](https://policies.txstate.edu/).

**08. PROCEDURE FOR DEPARTMENTAL POLICY AND PROCEDURE STATEMENTS**

08.01 Each EBSC director shall implement, within his or her department or office, written policies in order to document departmental procedures. The format of the FSS/PPS system may be used, but is not required.

**09. REVIEWER OF THIS PPS**

09.01 Reviewer of this PPS includes the following:

Position Date

Executive Assistant for Finance and June 1 E4Y

Support Services

**10. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Executive Assistant for Finance and Support Services; senior reviewer of this PPS

Vice President for Finance and Support Services