

SRSU Policy: Account Manager Responsibilities

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Policy Reviewed by: Executive Cabinet

Approval Authority: VP for Finance and Operations

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Sul Ross State University employees who accept the role as account manager also accepts a fiduciary responsibility to manage related funds in a prudent and appropriate manner in accordance with applicable laws and policies. The purpose of this policy is to define “account manager” as the term applies to the Sul Ross State University budgeting and financial systems and to identify the duties and responsibilities of an account manager.

Knowledge of applicable university policy and procedures including budgeting, purchasing, travel, personnel and property.

1. DEFINITIONS

- An account manager is herein defined as a full-time university employee who is directly responsible for the fiscal management of one or more university accounts, regardless of the source of funds.
- Generally, account managers serve in the following capacities:
 - a. Department Chairs
 - b. Directors, Managers, Supervisors (someone who reports to a Director or Manager)
 - c. Associate Vice Presidents, Assistant Vice Presidents, and Deans
 - d. Vice Presidents
 - e. President
 - f. Principal Investigator (PI) on a Sponsored Program

2. RESPONSIBILITIES

- The account manager is responsible for maintaining budgetary control and may be accountable for all expenditures in his or her business unit. Expenditures approved by the account manager must have a valid business purpose supporting the mission of the university. The account manager is also responsible for safeguarding university equipment and capital assets.
- The account manager is authorized to spend funds allocated to his or her business unit up to the approved budget limit. Account managers may be liable for expenditures in excess of budget.
- Principal Investigators (PIs) must operate within the budget defined in the notification letter from the Office of Sponsored Programs or the Grantor. PIs may revise their budgets in accordance with guidelines established by the university and the respective grantor or funding source.
- The account manager is expected to plan all expenditures necessary to carry out the department's operation for the fiscal year, September 1 to August 31. Funds are allocated for the current year's budget. Extenuating

circumstances may necessitate exceptions and must have written approval of the Vice President for Finance and Operations.

3. REVOCATION OF AN ACCOUNT MANAGER'S ACCESS PRIVILEGES

- Misuse or over-expenditure of an account's funds or failure to follow established purchasing and other university policies may result in an account manager's Pcard or access privileges being revoked. This revocation may be applied to all accounts controlled by the account manager if determined by the supervisor and Vice President for Finance and Operations.
- An account manager may appeal the suspension or revocation of access privileges through administrative channels as provided for in the University Grievance Policy found in Chapter 5 section 5 of the Administrative Policy Manual.