

## **FP-01: Purpose of the Financial Procedures Manual**

The Financial Procedures Manual sets forth the basic policies and procedures for East Tennessee State University for the guidance of deans, department heads, and other personnel charged with fiscal responsibilities. All procedures in the manual, with the exception of FP-2, apply to the East Tennessee State University Foundation; however, departments who receive Foundation money must deposit it in the Office of Development within 72 hours.

All personnel with fiscal responsibility should review their operations to insure that procedures currently employed are in conformity with University and Tennessee Board of Regents policies stated herein.

In the event there is any doubt as to whether or not certain departmental procedures being employed are in conflict with these statements, the University Financial Services Office should be notified and requested to review the questioned procedure.

The contents of this manual are listed numerically by section title on the following page. The University Financial Services Office may be contacted for questions regarding policies contained in this manual.