

# **Insert Name of Department Policies and Procedures Manual**

## **XV. Authorization for Professional Services**

- A. Procedure 1-19, Payments for Professional Services  
<http://www.uta.edu/policy/procedure/1-19>
- B. Describe in writing the process for handling payment for Professional Services in your department.

## **XVI. Account Reconciliation Procedures**

- A. Procedure 2-3, Statement of Accounts  
<http://www.uta.edu/policy/procedure/2-3>

The procedures for reconciling departmental accounts are included in the DEFINE Training packet entitled "Reading the Statement of Account and Account Reconciliation."

If additional assistance is needed, please contact DEFINE Training at extension 2-2138 or attend the monthly class.

- B. Describe in writing how Account Reconciliations are handled in your department.

## **XVII. Physical Inventory**

- A. Procedures 2-43 through 2-47, Asset Management  
<http://www.uta.edu/policy/procedure>
- B. Describe in writing how assets are handled in your department during the year. For example, which employee is responsible for taking the annual inventory, how are movements of assets tracked during the year, and what are the procedures for tracking non-capitalized equipment.

## **XVIII. Mail**

- A. Procedure 11-2, Mail Service  
<http://www.uta.edu/policy/procedure/11-2>
- B. Describe in writing how the mail is handled in your department.

# Inventory Department Procedures Manual

**M Mark**



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