

### Section 04.08

# GUIDELINES FOR DISBURSEMENT OF FUNDS

Texas A&M University-Corpus Christi is required to follow disbursement guidelines set forth by the A&M System Office. Employees responsible for any disbursement of funds are required to take training and be knowledgeable of the rules and regulations. The Guidelines for Disbursement of Funds manual is located on the Accounts Payable website in the reference material section. This manual includes guidelines on purchasing, purchase vouchers, travel vouchers, state and institutional funds and expense object codes.

Disbursement training is required of all A&M System personnel who are involved with voucher preparation or approval. Each A&M System Member (Member) fiscal office must establish procedures by which all purchase and travel vouchers or other requests for vendor payments are initiated or approved only if certification is on file that both the preparer and the approver have received disbursement training and that such individuals understand the responsibility that accompanies their authority.

The System Office of Budgets and Accounting is responsible for the maintenance of the basic Guidelines for Disbursement of Funds. These Guidelines are to be used as the basis for development of individualized Member disbursement training. It is recommended that each Member fiscal office add more specific information and procedures relevant to its mission. The Guidelines are updated biennially. In the event that the federal or state government adopts legislation that conflicts with these guidelines, the legislation will take precedence.

The following sections of the Guidelines for Disbursement of Funds are provided as general guidance: Gifts and Awards, Honoraria or Speaking Fees, Independent Contractors, Moving Expenses, Payments to Non-U.S. Citizens, Lease of Apartment or House, and Spousal Travel. Additional information related to the specific topic can be found in the A&M System Tax Manual located at <http://www.tamus.edu/offices/budgets-acct/tax/taxmanual/index.html>

Definitions of terms used to describe the various sources of funds available for disbursement are included in the Glossary found in Appendix 1 of the Guidelines. The discussion that follows applies to both state and institutional funds. Those specific instances in which expenditures can be made only from specific funding sources have been identified. In general, institutional funds are less restrictive than state funds.

The following sections were extracted from the Guidelines for Disbursement of Funds dated April 05, 2004.