| Process Name |
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| **Department(s):** | Financial Management Operations |
| **Process ID:** | (Will be assigned) |
| **Name of Process Owner & Title:** | (Name and Title of person responsible for process) |
| **Contact phone number:** | (Responsible person’s phone number) |
| **E-mail address:** | (Responsible person’s email address) |
| **Purpose:** | (One or two brief sentences regarding the purpose of the process) |
| **Scope:** | (Two or three sentences to identify the range of the process included from the beginning to end) |
| **Definition(s):** | (Clarify the acronyms or terms references below) |
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| **Policy** |

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| **Source of Policy** | **Name of Policy and Number (if applicable)** |
| (Identify the source of the policy, i.e. System, University, State of Texas, etc) | (Provide name of policy and number if available. Otherwise provide description and/or website reference) |
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| **Training** |

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| **Training Source/Material** | **Training Location** |
| (Provide training available) | (Provide location to sign up for training) |
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| **Sub-Processes** |

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| **Sub-Process Reference** | **Sub-Process** |
| (Will be assigned) | (List sub process below or others not included below along with any other pertinent information as to where these processes are located i.e. website or other) |
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| **Systems Used** |

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| System Name | System Description |
| (Identify system used in process i.e. FAMIS, USAS, SIMS, etc.) | (Provide description of system being used) |

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| **Process Narrative** |

(Provide sub process name – i.e. Procurement, Departmental bookkeeping, FMO Accounts Payable, etc)

1. Provide information
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| **Performance Measure (if applicable)** |

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| **Date Reviewed** | **Reviewer’s Initials** | **Performance Measure Reviewed****(Results compared to goals or objectives** ) | **Results or Action Taken** |
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| **Monitoring** |

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| **Date Reviewed** | **Reviewer’s Initials** | **Monitoring Process Reviewed****(Internal control processes reviewed for effectiveness and efficiency)** | **Results or Action Taken** |
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**Revision History:**

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| --- | --- | --- | --- |
| **Revision** | **Date** | **Description of Changes** | **By** |
| 0 |  |  |  |
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