



**Policy Chapter:** Chapter 10 Fiscal Management

**Policy Number and Title:** 10.005 Department Holder and Project Holder Responsibility

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**I. Policy Statement**

University of North Texas employees are responsible for all funds entrusted to them and for all financial transactions made by them in accordance with applicable state and federal laws and University policies and procedures. The Holder is ultimately responsible and accountable for all financial transactions for their department/project.

**II. Application of Policy**

All University.

**III. Policy Definitions**

**A. Assignee**

"Assignee," in this policy, means the individual to whom Holder responsibilities have been delegated.

**B. Faculty**

"Faculty," in this policy, means an employee holding a faculty position.

**C. Full-Time Employee**

"Full-Time Employee," in this policy, means an individual who is employed forty (40) hours a week as faculty or staff, and who is not employed in a position for which the employee is required to be a student as a condition of the employment.

**D. Holder**

"Holder," in this policy, means an Org Dept Holder or Project Holder.

**E. Org Dept Holder**

"Org Dept Holder," in this policy, means the individual assigned in EIS as the manager of an Organization Department.

**F. Project Holder**

"Project Holder," in this policy, means the individual assigned in EIS as the manager of a Project.

**IV. Policy Responsibilities**

**A. Holder Responsibilities**

1. It is the responsibility of the Holder to serve as custodian of funds assigned to them in compliance with UNT policies, including but not limited to [UNT Policy 04.006 Responsibilities and Rights of Employees Under the UNT Compliance Program](#), [UNT Policy 04.007 Reporting Suspected Wrongdoing](#), [UNT Policy 05.015 Ethics](#), and [UNT](#)

#### Policy 10.006 Obtaining and Controlling Cash Funds.

2. The Holder has a fiduciary duty to appropriately manage funds to avoid deficit spending. If deficit balances do occur, the Holder is responsible for clearing those balances prior to year-end. The Associate Vice President for Budget & Analytics or designee may review fund balances at any time and request that the Holder immediately rectify outstanding deficits through eligible transfer of available funds in or eligible transfer of expenses out.
3. The Holder must personally conduct the reviews and approvals for which they are responsible. These responsibilities may not be delegated except as authorized by this policy.
4. The Holder must review all the financial transactions for their Departments/Projects and ensure that, to the best of the Holder's knowledge, transactions are in accordance with university policies and procedures and in accordance with the pre-established purchasing guidelines specific to each fund. The Holder is solely accountable for all processes and personnel actions that affect the funds entrusted to them.
5. The Holder must immediately report any suspected improper use of funds or violation of this policy as outlined in UNT Policy [04.007 Reporting Suspected Wrongdoing](#).
6. The Holder is ultimately responsible for ensuring compliance with this policy, regardless of assignment. In the event the Holder assigns the Holder's responsibilities to an assignee, it is the Holder's responsibility to ensure the Assignee's compliance with this policy.

#### ***B. Holder Assignment***

1. An Org Dept Holder must be a Full-Time Employee in a classification occupied only by or delegated by that employee, including but not limited to the following administrative levels within the University:
  - a. President;
  - b. Vice President;
  - c. Assistant/Associate Vice President;
  - d. Dean;
  - e. Assistant/Associate Dean;
  - f. Department Chairperson;
  - g. Director;
  - h. Assistant/Associate Director; or
  - i. Budget Officer, Financial Officer, or any position holding comparable duties.
2. A Project Holder must be a faculty member or a Full-Time Employee.

3. Any exceptions to the Holder eligibility requirements must be approved, in writing, by the Associate Vice President for Budget & Analytics.

### ***C. Delegation of Holder Assignment and Responsibilities***

Holders must follow the appropriate procedures to assign their Holder responsibilities. These procedures may vary based on the specific duties that are being assigned or based on the length of the assignment. It is the Holder's responsibility to ensure that delegates follow the appropriate procedures.

1. Responsibility for an Org Dept Holder/Project Holder may only be assigned to an individual who qualifies under this policy as outlined in Section IV. B Holder Assignment.
2. The Assignee is responsible for complying with all Holder responsibilities as outlined in Section IV.A. Holder Responsibilities.
3. The Assignee may not assign their responsibilities.

### ***D. Compliance***

Failure to comply with this policy may result in disciplinary action, including termination of employment. Disciplinary actions will follow established University policies and procedures as outlined in [UNT Policy 05.033 Staff Employee Discipline and Discharge](#) and [UNT Policy 06.025 Faculty Misconduct and Discipline](#).

## **V. References and Cross-References**

[UNT Policy 04.006, Responsibilities and Rights of Employees under the UNT Compliance Program](#)  
[UNT Policy 04.007, Reporting Suspected Wrongdoing](#)  
[UNT Policy 05.015, Ethics](#)  
[UNT Policy 05.033, Staff Employee Discipline and Discharge](#)  
[UNT Policy 06.025, Faculty Misconduct and Discipline](#)  
[UNT Policy 10.006, Obtaining and Controlling Cash Funds](#)

## **VI. Revision History**

Policy Contact:	Assoc. VP, Budget & Analytics
Approved Date:	08/01/1993
Effective Date:	08/01/1993
Revisions:	07/2007, 09/2011, 04/03/2012, 01/2020, 04/28/2025