

## **PURPOSE**

- The Finance Policies and Procedures User Guide is intended to be a comprehensive reference for the School's financial policies and procedures. It is also intended to promote consistency, accuracy and timeliness in processing both income and expense transactions. The user guide is available to all school employees who are responsible for processing revenue and expense transactions.

## **INFORMATION ON THE LATEST UPDATES TO THE FINANCIAL AND ACCOUNTING PROCEDURES**

- The user guide will be updated continually on the Mount Sinai School of Medicine website at <http://www.mssm.edu/finance/schacctg.shtml> as new financial policies are adopted or amended. Printouts of this guide will be dated on the cover sheet. The School Finance website bulletin board will indicate when new financial policies are added or amended.

## **QUESTIONS AND COMMENTS**

- While the Finance Policies and Procedures User Guide is intended to be a comprehensive guide of all the School's finance and accounting policies and procedures, it is also intended to facilitate questions and comments about the School's policies and procedures. We fully expect that unique situations will arise, as they have in the past, which may not be fully addressed by School's Finance Policies and Procedures. We welcome your questions and

comments. Please call the Associate Director of School Finance at 646.605.4009.