



ADMINISTRATIVE PROCEDURE

ACCOUNT MANAGER LISTINGS

3140

Procedure No.

August 31, 1976

Date

- I. **PURPOSE:** To identify the Account Manager Listings in the Directives System of the Prince George's County Public Schools.
- II. **INFORMATION:** Financial management responsibilities of the school system are assigned to "Account Managers" by the Superintendent of Schools. Such Account Managers are responsible for matters of budget formulation, execution, and control of funds. Primary Account Managers are senior management officials having the responsibility for supervising one or more secondary account managers. Secondary Account Managers are responsible for definite sub-programs for operations and are a "hands-on" kind of manager. Every sub-program is identified in the Account Manager Listings to a specific Account Manager who has authority to accomplish management of funds involved. Account Manager Listings are located in the Financial Management and Procedures Manual that is held by all Central office and Area Offices Account Managers.
- III. **PROCEDURES:** Personnel desiring to refer to Account Managers Listings to determine the manager for a given sub-program may consult with the Central or Area office account managers for their own organizational division to obtain access to the manual. See sections 3401.1, 3140.2, and 3140.3
- IV. **RELATED PROCEDURES:** Related financial management information is held by the same manual identified above.

Annual Budget Guidance	Section 3112
Equipment Catalog	Section 3113
Budget Account Adjustments	Section 3160
Employee Classification Codes	Section 3190.1
	Section 3190.2
System of Accounts	Section 3410
Classification of Expenditures	Section 3420
New Program Requests	Section 3180
Program Improvement Requests	Section 3181
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate in the Budget Office, and regular update will be made in August of each year. Questions regarding the above should be referred to the Budget Office at extension 4544.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None.
- VII. **EFFECTIVE DATE:** August 31, 1976.



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Approved by:
Edward J. Feeney
Superintendent of Schools