



## **Business Office Process and Procedure**

**August 2014**

### **Transportation**

- 1) All policies pertaining to transportation and travel at SRC are covered in Policy 6.7 of the SRC Policies and Procedures Manual. This includes completing the "Out of state, Overnight, and /or Conference Request form" found on the S drive under SRC Info in forms printable. This is the first step for any travel or transportation.
- 2) If you need a check to pay for transportation, first secure an estimate of the total cost of travel.
- 3) Have a requisition prepared in the administrative system (CX) by Kelly Mason for the amount estimated
- 4) Once the requisition becomes a Purchase Order, Kelly will contact you with that number. You can then secure the reservation.
- 5) If you need a check to pay for the reservations ahead of time, you need to request the check through an e-mail to Tammy Smith using the Purchase Order number. Be sure to give Tammy the instructions of what to do with the check once it is printed. Keep in mind that checks are only printed on Wednesdays. You will want to figure this in to your schedule.
- 6) If you are not pre-paying for the reservations and receive an invoice, submit that invoice to Tammy in the business office with the purchase order # written on the invoice and the check will be sent directly to the vendor to pay the bill.

### **Advance Purchase Tickets**

#### **Option One**

- 1) Secure a quote/estimate for total of purchase. Enter a requisition in the administrative system(CX) by Kelly Mason for the amount estimated.
- 2) Once the requisition becomes a purchase order, Kelly will contact you with that number. You can
- 3) Then make the purchase by contacting the vendor and providing the purchase order number that was assigned, along with your order information .

#### **Option Two(Charge)**

Same as option one...

- 1) Secure a quote/estimate for total purchase with the desired vendor. Enter a requisition for the amount payable to SRC Credit Card (82075) as the purchase order vendor.
- 2) Send ordering information to Brad O'Brien by email with purchase order number that was assigned.

### **Wal-Mart Purchases**

- 1) Estimate the cost of the purchase and have a requisition prepared using Wal-Mart Community vendor number(66715).
- 2) Sign out the Wal-Mart credit card located in the Business Office and make the purchase.
- 3) Once the purchase has been made, print your purchase order number on the receipt and return receipt and the Wal-Mart credit card to the business office.

## **Conference Attendance with Travel**

- 1) All policies pertaining to transportation and travel at SRC are covered in Policy 6.7 of the SRC Policies and Procedures Manual. This includes completing the “Out of state, Overnight, and /or Conference Request form” found on the S drive under SRC Info in forms printable. This is the first step for any travel or transportation.
- 2) Once the above request is approved, the appropriate requisitions need to be entered into CX by Kelly Mason.
- 3) You should ask Kelly to submit a request for conference payment. If the conference will invoice the college, the requisition should be made to the conference so that a check can be made out. If the conference has to be paid for with a college credit card, the requisition should be made out to SRC Credit Card (82075). Once this requisition becomes a purchase order, registration for the conference can be made.
- 4) See Transportation above for instructions on how to handle transportation payments.
- 5) Hotel reservations may be made after the conference request form is approved. An SRC Travel Card may be signed out from the Business Office to pay for the hotel room(s). If there are no Travel Cards available for your travel dates, you may request that Kelly Mason enter a requisition for the hotel in the total amount estimated by the hotel. You then request that the college create a check for the hotel that can be taken by the advisor to the hotel. Always consider the schedule of check issuing when putting time frames together. All requests should be made at least two weeks in advance to be sure that there is adequate time for everything to be processed. Most trips, conferences, etc. are planned well in advance of two weeks.

## **Purchase of Equipment**

- 1) Secure the total cost of the item that includes all taxes, fees, and shipping.
- 2) Kelly Mason should enter a requisition for the amount of the purchase to the appropriate vendor. On that request, she should note who is placing the order. Once the request is approved and becomes a purchase order, the order may be placed.
- 3) At delivery, submit the invoice to the Business Office with the purchase order written on the invoice.

Note:

- a) Cost under \$10,000 – request one bid or price quote.
- b) Cost over \$10,000 – request three bids or price quotes.
- c) Provide tax exempt number as appropriate.
- d) Technology Purchase – secure pre-approval from IT.
- e) Furniture Purchase – secure pre-approval from Brett Stoller.
- f) Printing Purchase – secure pre-approval from Sherri Rader.

Summary of the process

Requisition >>> Approval >>> Purchase Order >>> Vendor

## **Employee Reimbursement**

- 1) Some purchases can be made without advance preparation with employee reimbursement occurring after the purchase (meals while traveling for college approved events/conferences/off-campus activities, lodging, incidental purchases for student activities (Student Life).
- 2) Make the purchase.
- 3) Request an employee reimbursement.
- 4) Scan and attach receipts to the online form.
- 5) Secure supervisor approval.

Note: A requisition should be prepared based on an estimated amount with the vendor noted.