Normal Expense Process

Short description of the normal steps for any "normal" expenditure

June 9, 1999

I. REQUEST/AUTHORIZATION
   1. Expenditure Authorization Form filled out by the Requester.
   2. Expenditure Authorization Form approved and signed by the Approver.
   3. Financial Administrative Assistant enters request into BFS computer system.
      a. If the vendor has not been used by the University in the past 12 months SMA requests that the campus approve the vendor for use. This process will take up to 48 hours and we can not continue until the campus has approved the vendor. We will need the vendor's Social Security Number in order to get them approved.
   4. Director of Administration reviews and approves the purchase order in the BFS computer system. A Purchase Order form is printed out and signed by the Director of Administration.
   5. The Purchase order is given to the vendor.
   6. Using the coding on the Expenditure Authorization Form the Financial Administrative Assistant enters the transaction into our accounting system.

II. PURCHASE IS MADE
   1. The purchase is made and the goods or services are received.
   2. The Receiver completes and signs a We Spent Money Form.
   3. The Financial Administrative Assistant logs into the BFS computer system and tells the system that the goods or services have been received.

III. PAYMENT IS MADE
   1. The vendor sends an invoice requesting payment to the campus Disbursements department in University Hall. The invoice must have the Purchase Order number on it in order for them to process the invoice for payment.
   2. The Financial Administrative Assistant is told by BFS that an invoice has been received by Disbursements. She finds the completed Expenditure Authorization Form and We Spent Money Form and makes sure that all of the paperwork required by the University is in order.
      a. If any paperwork is missing she will contact the group that made the purchase to find out what is happening and get the required paperwork completed.
   3. The Director of Administration verifies that all of the required paperwork and signatures are in the file and then logs into the BFS system to authorize a check to be written.
   4. The Disbursements unit writes a check to the vendor and sends it to them.

IV. RECONCILIATION AND REPORTING
   1. The Financial Administrative Assistant enters all of the final and accurate information into our accounting system, updating any information that has changed since the preliminary entry was made earlier in this process.
   2. Each month the Financial Administrative Assistant balances our accounting system with the "bank statements" that we get from the campus accounting office for our accounts.
   3. The Director of Administration reviews these monthly reports to make sure that everything has been entered correctly.
   4. Reports for each budget are distributed to the Directors of the musical groups and to any designated student officers. The Directors and officers can correct any errors they find in coding, see their financial situation as of the end of the previous month, and compare their actual expenses and income against their budget.