Agency Financial Procedures

Rev. August 2020

Table of Contents

CCRI Agency Financial Procedures Manual

All individuals and groups utilizing agency (allocated student activity fees) funds are required to review the Agency Financial Procedures Manual each year for new information and to ensure compliance. Agency financial procedures change regularly. If you are uncertain about anything, please direct your questions to a Student Life or Athletics staff member.

Overview

Student groups & programs exist for the benefit of all current CCRI students. A portion of the mandatory student activity fee is available to support these authorized groups. Leadership of these student groups (student officers, faculty/staff advisors, coaches and supporting staff) have a **fiduciary responsibility** to ensure that all expenditures of funds provided are authorized, reasonable, properly documented and consistent with the purpose for which the activity fee is collected (to provide opportunity and activities for students). They also are responsible for the proper accounting of all group assets under their control.

The procedures listed below are intended to provide guidance on processing requests for expenditures, safeguarding organizational assets and helping groups meet their fiscal responsibilities. As with any set of procedures, they cannot cover all possible scenarios.

Ethical Behavior and Conflicts of Interest

All students and employees with control over their group finances and assets are expected to carry out their responsibilities in an honest and ethical manner. This ensures that the group funds are expended for lawful purposes to benefit the student body in general. Specifically, they should:

- Follow all state & college procedures and policies regarding finances and ethical behavior.
- Avoid any transactions with an individual or group with whom you have personal or financial interest with to financially benefit from.
- Never set up or deposit money from activities into a personal account or account other than your college assigned fund via the Bursar’s Office.

Below are some examples of potential conflicts of interest. In these cases, you should not participate in the discussions, planning or deciding:

- Making or participating in group decisions that will financially benefit you, your friends or your family.
- Participating in budget appropriation decisions for the club or organization to which you belong.

Conflict of interest is a complicated topic. As a rule of thumb, ask how an impartial outsider would see this decision. Would he or she think that you had acted fairly and ethically? When in doubt about the ethics of a decision or situation, consult with your group's advisor/coach as well as Student Life or Athletics staff members.

Allocation of funds

Each spring, student groups, co-curricular programs and Athletics will be requested to submit itemized budget for the subsequent fiscal year. Once the Controller's Office has established a projected income for the *Student Activities Fee*, the Dean of Students will designate amounts for student groups and programs, athletics, and staffing. Teams and recreational program budgets will be determined by the Dean of Students and the Director of Athletics in consultation with the Team Administrators. A committee of the four Student Government presidents (or their designees), four active group advisors will review budget requests and make allocation decisions in consultation with Student Life staff. The Dean of Students (or designee) shall chair the budget committee and only vote in case of ties.

Administration and Responsibilities with Finances

Advisors of student groups or coaches of athletic teams have the primary responsibility for compliance with college regulations, including financial procedures. Please register all events and follow the instructions in the email reply from Student Life**. Students and employees (advisors or coaches) who expend their personal funds do so at their own risk.** All payment orders must be signed by the advisor and treasurer before submitting to Student Life or Athletics. All student group advisors and coaches are reminded of the restricted and limited expenditures as outlined below in these policies.

The Controller's Office will assist in developing financial procedures for agency-funded groups, answering questions regarding financial matters and will promptly process and pay authorized expenditures.

The Dean of Student's Office, through Student Life & Athletics, is responsible for ensuring that all student groups:

- Are informed of their financial responsibilities and receive annual training necessary to complete their work.
- Have access to these financial agency financial procedures (www.ccri.edu/osl or www.ccri.edu/athletics).
- Are provided clarification on financial issues when requested.

Student Life or Athletics (for athletic teams) will review and approve expenditures to ensure compliance with college procedures.
Expenditures in excess of $5000 must be countersigned by the Dean of Students.
Student group leaders must comply with applicable college financial procedures.

Consequences for Fiscal Irresponsibility

Individuals found to be irresponsible in their custody or expenditure of agency funds or other assets by Student Life or Athletics will have their authority over said funds and assets revoked immediately.
Irresponsibility may be demonstrated by a failure to follow college procedures or to exercise prudent business judgment.

Any illegal activity involving agency monies or properties, gross misuse, or assets for personal benefit, or any other such illegal activity is prohibited. Any person caught engaging in such activities will be referred to the appropriate disciplinary body and may face criminal penalties, if appropriate.

Allowable Expenses

Allowable expenses must support the student groups authorized activities. Allowable expenses will be paid/reimbursed by the college if they do not exceed the group's approved budget. **All Student Group or Athletic Team expenses must be pre-approved by the Student Life Dean or Athletics' Director. The Student Life Program Coordinators or Team Administrators will help facilitate the purchase process.**

Some common examples of allowable expenses are:

- The cost of tickets for musical, theater or cultural events related to the student group's purpose and/or mission. All groups are required to submit a listing of all attendees along with their CCRI ID number.
- Costs associated with bringing an approved outside speaker or performer to campus
- Costs for costumes, dry cleaning and other costume/clothing costs
- Some travel expenses for student group field trips (See Travel section for more details.)
- Donations to outside charitable (non-profit) groups if using documented fundraised money only.
- Advertisements and marketing materials
- Newsletters, agendas, calendars and other pre-approved supplies
- Student giveaways, such as T-shirts or goodie bags for special campus events
- Food and beverages for group events.

In any case, where there is a question about whether expenses are allowable or not, speak with a Student Life Program Coordinator or Athletics Team Administrator for clarification. If necessary, the controller will make the final determination on whether an expense is in accordance with federal, state and CCRI regulations.

Expenses Not Allowed

- Any purchase not pre-approved by Student Life or Athletics
- Gift cards and/or gift certificates
- Alcoholic beverages
- Any state sales tax
- Reimbursement for events that take place in private residences (except with prior written approval from the appropriate Associate Dean of Student Life or Director of Athletics)
- Charges for goods or services that are available from the college without charge (e.g., rooms or other facilities, maintenance services, office equipment and IT services)
- Computer hardware, computer accessories or software not pre-approved by IT in writing
- Wages, honoraria, donations or celebrations to/for CCRI faculty or staff for the performance of their duties or released time.
- Wages, honoraria, donations to/for CCRI students. Unless the student is providing a service that would otherwise be performed by hiring outside staff.

- Scholarships of any kind are not allowed. Any student group wishing to give a scholarship must utilize the CCRI Foundation.
- Private transportation costs, such as gas money or parking fees. Public transportation is appropriate if more economical and readily available.
- Lodging, per diem meals or transportation for invited speakers/performers who live in the greater Providence area[1]

[1] Refer to the CCRI Controller's Office for the most up-to-date state definition of 'Greater Providence'

- Movies to be shown at events unless the student group can present a waiver of rights by the rights-holding organization or unless the student group is purchasing the rights to show a picture from the appropriate organization.
- Nonspecific miscellaneous expenses, emergency cash or petty cash requests.
- Food/beverages for regular group meetings

Fundraising and Donations

All student groups are encouraged to fundraise to help supplement costs related to the operation of the group. Since the college limits solicitation, (see Solicitation Policy) at https://www.ccri.edu/policies/administration/policy-9-3-5.html, requests for fundraisers must be approved in advance through a Student Life Program Coordinator) or an Athletics Team Administrator. Managing cash and checks for the purposes of sales, fundraiser or donations encumbers significant fiduciary responsibility and the college has extensive policy regulating the handling of cash, checks, and inventory. Before planning a fundraiser, please include Student Life or Athletics in any discussion, preparations, and the registration process.

Fundraising is the only way to raise money for donations to an outside group. When wishing to donate to an outside charity (non-profit) organization, only documented fundraised monies may be utilized, after expenses *(Please see next section.)* To send a donation, monies fundraised must be deposited into the group account from which the donation will be made. A payment order must be submitted with two copies of a letter from the student group to the organization to which the donation is being sent. The letter shall include the intent of the donation as well as a request for receipt. One copy is for the Controller's Office and the other copy will be mailed along with the donation check. As a reminder, the donation must be pre-approved by Student Life or Athletics on the Fundraising Planning and Reconciliation form. The payment order must be submitted and processed with the *Special Authorization* line signed by the Dean of Students.

When the group has received the donation, a letter of receipt should be returned to the student group. A copy of the letter received should be sent to Student Life or Athletics as well as the Controller's Office.

Net Expenses

Fundraising transactions have two components: fundraising deposits and fundraising expenses. The calculation for determining fundraising revenue is: fundraising deposits less fundraising expenses. Please be aware that your expenses must be less than what you fundraised to make a profit. Only funds from net fundraising will be carried forward across fiscal years.

To ensure your group accurately reflects net expenses, the coding must be as follows:

- When completing the deposit slip for the Bursar's Office, enter the appropriate student group fund number in the first column, the student group name in the second column, the amount of the deposit in the third column and the reference account FDREXP (Fundraising Deposits) in the last column.

- When completing the payment order for a fundraising expense, in the purpose section, use the description "fundraising expenses for ... "The banner fund number will be the student group or Athletic fund number and the banner account number will be the number that best corresponds with the purchase (refer to the last page of the manual). FDREXP will be entered in the Banner activity code box on the payment order.

- CCRI is considered tax exempt and no sales tax will be paid by the college, copies of tax-exempt forms are available at your respective Student Life. Failure to utilize the tax-exempt form will result in the purchaser paying the sales tax personally. Expenses must be properly authorized and documented per college procedures in order to be processed. Under no circumstances should the tax-exempt form be used for personal purchases.

All cash belonging to or accepted in the name of CCRI is to be deposited to the Bursar's Office **within one business day** from the time the cash is received by the advisor or coach.

Cash Banks

If a change fund or other funds are needed prior to the event, the Student Life Program Coordinator or Athletics Team Administrator will request these funds on an agency Payment Order Form. This request needs to be made at least one week prior to the event. No bank accounts or petty-cash accounts are allowed for any group aside from the authorized account facilitated through the Controller's/Bursar's Office.

Failure to follow the agency financial procedures regarding handling cash and making deposits will result in a suspension of financial privileges for student groups by Student Life or by Athletics.

Cash Management Policy

The Dean of Student Life Office requires a Cash Management training for all parties handling money. Only designated CCRI employees such as bursar tellers, bookstore cashiers and approved fundraising event personnel are to accept and/or handle cash from students or the public. Mailed checks or money orders should be directed to the Bursar's Office and are to be remitted to the appropriate caretaker as soon as possible. All deposits are to be made the next business day or in accordance with the department has approved written deposit procedures, but no later than seven (7) business days from the time the monies are received by the appropriate caretaker. A receipt is required to be issued at the time cash is accepted and a copy of the receipt, electronic record or other source document is to be retained for audit inspection purposes.

To assist student groups in complying with this college policy, all Student Life staff and Athletics team administrators are trained fundraising event personnel and will assist you, when scheduled, in your cash management needs at fundraisers, events and box offices when cash or checks are handled.

All student groups are responsible and must account for all monies fundraised on and off campus and receive cash management training from Student Life. Two people must always be present when cash is present or handled. Cash must be counted and recorded with at least two people present. Deposit slips must list numbers for each check deposited. Receipts may be given out for all purchases, if requested. All groups are required to **deposit all monies fundraised to the Bursar's Office no later than one-business day after the event**. **If you are not able to make the deposit, please email** studentlife@ccri.edu or athletics@ccri.edu **with the location of the amount and location of the money.** The Bursar's Office requires that all coins be rolled, unless there are not sufficient coins to wrap. A reconciliation form must be completed. Please remember the deposit codes fundraising is FDREXP and all other deposits is 581000.

Student groups that solicit money by mail are encouraged to run their donations through the CCRI Foundation. Donations solicited by mail will be received, processed and deposited into the appropriate account per the above policy.

Purchasing Goods and Services

CCRI is bound by the policies and practices as set forth by the state of Rhode Island and the Office of the Postsecondary Commissioner. All student groups are strongly encouraged to follow best practices for purchasing goods and should utilize and review the Master Price Agreements (MPA's) already set forth by the State of Rhode Island and/or CCRI. The purchasing manual and information on MPA's can be found on the CCRI website (http://www.ccri.edu/businessaffairs/businessoffice/purchasing/). Inquiries related to existing MPA's can be filtered through Student Life or through Athletics. All purchases must be added to the group or team's inventory records.

To comply with standard college procurement procedures, the following must be followed:

The CCRI Purchasing Department should be used to procure required goods and services to ensure the most competitive prices:

- For pre-approved purchases up to $5000 the CCRI Purchasing Department can bid in-house
- For pre-approved purchases for $5000 or more, RI State Purchasing will process bid requests

If the CCRI Purchasing Department is not used, competitive bidding procedures must be used as described below:

- For pre-approved purchases of $0-$499 competitive bidding is not required but is strongly encouraged.
- For pre-approved purchases of $500 or more, a minimum on three written bids are required. Please know you cannot split the purchase to avoid this requirement

Any activity or service that requires a contract that includes an outside vendor (any company or individual who is not a CCRI employee) must have the approval of the respective group officer (groups only), and group advisor/team administrator, and Student Life/ Athletics. In some cases, prior approval may require review by the college's attorney and all contracts must be signed and approved by the Controller. All outside vendors will be required to furnish current W-9 forms prior to payment and insurance forms as necessary. In addition, the bids/bid requests must be attached to the purchase order or payment order form. Vendors will be flagged as independent contractors and payments will be tracked for form 1099, if applicable.

If there is only one vendor who produces, distributes or provides the required goods or services (sole source), a memo documenting the circumstances must also be attached to the payment order. Copies of a Sole Source waiver form can be obtained from Student Life or Athletics and must be signed by the Dean of Students.

When the lowest bidder is not selected, documentation must thoroughly explain why the lowest bidder was not chosen. Before processing payment for goods or services, Student Life or Athletics must approve this exception. All agency payment forms should indicate the appropriate bidding process has been followed and the documentation is attached.

ATTENTION: No student group, coach advisor, member or stakeholder can be involved in the bidding process if a bidder is a relative, family member or him or herself. No one who stands to benefit from an existent or pending interest in a bidder's finances may participate in the bid process.

All purchases must be preapproved. All purchases and processing for payments should be completed no later than May 30.

Payment Priority

1. Purchase Order – an agreement between the college and a vendor that payment will be provided after a services or goods have been delivered
2. Payment Order – requests the college to submit a payment (check) to a third party
3. Payment with college credit card – a credit card paid by the college held by Student Life and Athletics.
4. Reimbursement to an individual with pre-approval – paying back an individual for purchases they incurred with their own money must first be pre-approved in writing and attached to the payment order.

All forms for payments must be completed in full by the requestor as noted below:

- The proper Banner fund number and Banner account code must be included.
- The complete business purpose must be explained under "Purpose" (e.g., DJ for All Club's Day) with dates and times. Generic explanations (e.g., flowers, refreshments or decorations) cannot be accepted.
- Must be signed by group officer (treasurer) and advisor or team coach and team administrator.
- Original receipts and invoices (no statements) must be attached. Submit three bids for the same items if over $500.
- W-9 form from the vendor.

Purchase Orders

When a vendor has been chosen, the Student Life Coordinator or Athletics Team Administrator will call and ask if they take purchase orders. If they do, a Purchase Order Requisition Form must be completed. **All purchase order requisitions must have the appropriate <u>original supporting</u> <u>documentation attached</u>** (see above). Purchase Order Requisition Forms should be submitted one week in advance for purchases under $500 and at least 3 weeks in advance of purchases over $500. Once your item has been received, please sign the receipt or packing slip and send it to Accounts Payable so the college knows to send payment to the vendor.

Payment Orders

Payment orders should be submitted only if a vendor does not take purchase orders. A Payment Order Form must be completed. **All payment orders must have the appropriate <u>original supporting documentation attached</u>** (see above). Expenditures should be submitted within one week but no later than thirty days of purchase in order to receive approval. Any expenditure submitted after 30 days must have documentation of why it was submitted late and then approved by Associate Dean of Student Life or the Director of Athletics, prior to submitting to the Controller's Office. With proper planning, payments can be processed in a timely manner.

Payment with College Credit Card

All credit card purchases must be made with the college credit card held by the Associate Dean of Student Life or Athletics. To obtain goods or services through a credit card purchase, a payment order must be completed. Make sure to check the credit card box at the top and put OSL Dean or Athletic Director name next to it. **All payment orders for credit cards must have the appropriate <u>original supporting documentation attached</u>** (see above). With proper planning, credit card payments can be processed quickly.

Reimbursement to an Individual with Pre-Approval

Reimbursements in writing to an individual are not guaranteed and must be authorized by Student Life or Athletics for a set amount prior to the purchase. If an individual purchases goods or services using their own money, they must attach a detailed copy of the receipt and completed W-9 form to the payment order. To process the reimbursement, the individual must complete a payment order form under "Vendor Name:" they should put their own name and address. **All payment orders for reimbursement must have the appropriate original supporting documentation and the original authorization attached** (see above). With proper planning, reimbursements can be processed in a timely manner.

Honorariums

All honorarium payments made to CCRI faculty or staff, need to go through Human Resources and an internal Banner workflow will be set up prior to confirming the services of the person(s). Pre-approval by Student Life or Athletics is mandatory. Staff members that are currently on the part-time payroll, 19 hours per week, are not eligible to receive honorariums.

Equipment Purchases

Athletic teams should refer to the Office of Athletics for procedures and policies related to purchasing equipment for their use.

Student groups, with the approval of Student Life, may purchase equipment (i.e., computers, furniture, video systems and games, etc.) to fulfill their mission. The request to purchase computer equipment must be coordinated with the IT Department. When equipment is purchased, it becomes the property of CCRI. All equipment purchased with student funds must be tagged and added to the student group inventory with a copy of that inventory filed with Student Life). Contact the IT Department (825-2137) for purchase and tagging instructions. For all other equipment, contact the Facilities Department (825-1210) for tagging instructions.

All student group property must be kept in a safe, locked area and documented on the respective student group inventory tracking form (provided by Student Life). Written authorization is required by the student group advisor to remove any equipment from the campus, but there is no guarantee this request can be approved. At the end of each academic year, or whenever there is a change in student group treasurer or group designee during the year, the most up-to-date inventory form should be provided (by the group advisor) with groups current equipment list. This ensures that each treasurer knows the items for which he or she is responsible. Student Life will retain the signed inventory forms. Student Life will investigate missing items.

Food Purchases

Aramark is the exclusive food service vendor for the Community College of Rhode Island as determined by a competitive bidding process and holds the right to provide food service on our campuses and, as such, must be used for your food service needs.

All food service requests for on-campus events should be included on an event registration form prior. Specifically meet with the Student Life Program Coordinator on your campus to plan your catered event. Planning early is your best bet; the college requires a minimum of two weeks between submission of a purchase order for food service and the date of the event. Aramark will not provide food service without an official purchase order from the college. Individual meals, including buffets, as opposed to an open reception, will require a list of all student's names and ID numbers in advance.

****Until a change in state orders regarding Covid-19 containment efforts, all Food Service operations are strictly limited****

CCRI Student Group Travel Procedures

All student travel must be planned in compliance with state and college travel policies. Travel for Athletic teams will be managed by the Athletics staff. Student groups must work with a staff member from Student Life. The college distinguishes between day trips and trips that require overnight accommodations. There are separate procedures for each.

Day Trips

Trips that will be completed in less than 24 hours and do not require overnight accommodations should be planned in advance and budgeted as an event for the student group. Student groups should book this type of travel request using the Event Registration Form. State policy requires that travel be finalized 45 days prior to the date of the event. That means, all arrangements should have been finalized with a Student Life staff member at least 6 weeks in advance of your travel date. No travel will be booked unless sufficient funds exist in the group account. Groups can supplement allocated funds with funds raised and individual contributions. Individual contributions must be equitable and made individually through the Bursar's Office. All trips should have an advisor or other college employee serve as a chaperone. Student Life, in consultation with Risk Management, will determine the number of chaperones necessary for any trip. The following documents must be complete before finalizing your trip and submitting the paperwork.

- Event Registration Form (inclusive of itinerary or agenda)
- Travel Waivers (see Student Life for trip specific forms to copy)
- Roster of travelers with ID numbers
- Registration fee form (if applicable- see Student Life-quotes if $500 or over)
- Payment orders for transportation (if applicable- see Student Life-quotes if $500 or over)

Please use the in-state Student Travel account code when completing any financial paperwork. All travel must be completed prior to May 30. For day trips within 50 miles, there is no per diem allotment. Travel insurance will be purchased for all out of state trips where registration or transportation fees have been paid.

Groups providing private or 'own' transportation should be aware that the driver's insurance applies in matters involving accident or liability. Private drivers using personal vehicles are not covered by College insurance.

Overnight Trips

Overnight travel must be approved by the student travel committee. Each year the student travel committee is allocated a portion of the Student Activities Fee to award to various overnight trips and activities. The committee will only award half of the allotment each semester but will operate on a first-come-first-served basis.

State policy requires that travel be finalized 45 days prior to the date of the event. That means, all arrangements should have been finalized with a Student Life staff member at least 6 weeks in advance of your travel date. No travel will be booked unless sufficient funds exist in the group account. Groups can supplement allocated funds with funds raised and individual contributions. Individual contributions must be equitable and made individually through the Bursar's Office. All trips should have an advisor or other college employee serve as a chaperone. Student Life, in consultation with Risk Management, will determine the number of chaperones necessary for any trip. The following documents must be complete before finalizing your trip and submitting the paperwork.

- Itinerary or agenda
- Travel Waivers (see Student Life for trip specific forms to copy)

- Roster of travelers with ID numbers
- Registration fee form (if applicable- see Student Life-quotes if $500 or over)
- Transportation quotes
- Accommodation quotes
- Per diem forms
- Copies of passports
- Individual Request to Travel form (see Student Life)

Per Diem Rates

Students and chaperones going on overnight trips are eligible for up to $40 per day ($20 for half a day) for expenses incurred while traveling. This money is typically used to provide meals to travelers. Groups can request reduced per diem amounts based on availability of meals included in any travel- conference banquet, hotel with complimentary breakfast, etc. For purposes of calculation, Per diem amounts may be reduced by $10 for each breakfast, and $15 for lunch or $15 for dinner if meals are otherwise provided. Such provided meals must be documented.

Upon approval, the co-chairs of the committee will process all travel paperwork and book transportation, airfare and registration fees as necessary. Group reservations will be made whenever possible.

Please use the <u>Out-of-State Student Travel Account Code</u> **716000** when completing any financial paperwork. All travel must be completed prior to May 30. Travel insurance will be purchased for all out of state trips where registration or transportation fees have been paid.

Other Travel

Local mileage and public transportation expenses can be reimbursed to students and advisors for required travel via the college's electronic travel reimbursement system. Written pre-approval is required in advance of required travel.

Advisor Expenses

A chaperone (the group's advisor or another college employee) **will be required** to attend an event that requires travel at the discretion of Student Life or Athletics). All costs and expenses will be paid by the group's agency account, if the funding is available. Per college policy, employees serving as chaperones may travel up to five days per calendar year without discharging time, with the approval of their supervisor. **Limit of one advisor per trip** unless the Dean of Students makes exception.

Per college policy, employees serving as advisors may travel up to five days per calendar year without discharging time, with the approval of their supervisor and must contact the Payroll Office at least 30 days before the trip.

Exceptions of Procedures

The Dean of Students may waive specific policies in this manual. Waivers must be in written form, processed through Student Life or Athletics, and attached to any payment orders.

Appendices

Payment Order Account Codes

Type	Account Code	
Advertising	714080	Officiating 617020
All Other Services/Personnel	615090	Concession stand 714190
Rental Outside Property	713011	
Equipment Rental	713021	
Postage	714010	
Telephone	714020	
Office Expense	714030	Fundraising Deposits: Use Acct. Code/FDREXP
Dues and Subscriptions	714040	All Other Deposits: 581000
Freight and Express	714050	
Printing and Binding	714060	
Clothing and Materials	714090	
Fire/Safety Equipment	714100	
Household and Clean Supplies	714110	
Med Surgical and Lab Supplies	714120	
Laundry Services	714200	
Edu and Rec Supplies	714221	
Computer Supplies	714231	
Edu and Rec Equip Non-Capital	714241	
Computer Equip Non-Capital	714271	
Insurance	714281	
Staff Education	714283	
Mileage Allowance	714290	
Other Travel	714291	
Food	714292	
Out-of-State travel	716000	
In-State Student Travel	716010	
Edu & Rec Equipment>$5000	731010	
Office Furniture & Equipment >$5000	731030	

NOTE: Please refer to www.ccri.edu/osl/forms for additional financial forms

Appendices

Purchasing Guidelines:

1. All purchases will require that a request form be filled out and forwarded to the Student Life Program Coordinator or Athletics Team Administrator. New request forms can be provided by Student Life Program Coordinator or Athletics Team Administrator.

2. Student Life Program Coordinator or Athletics Team Administrator will review purchase requests, facilitate purchase information, ensure compliance, and check budget status. Student Life Program Coordinator or Athletics Team Administrator will work with requester as necessary.

3. Student Life Program Coordinator or Athletics Team Administrator will forward purchase requests and any documentation needed to Students Life Dean or Athletic Director for approval.

4. If Purchase request is approved the Student Life Program Coordinator or Athletics Team Administrator will place order or enter a purchase order if necessary.

5. All orders will be received and confirmed by Student Life Dean or Athletics Director who will then forward receiving documents to the Student Life Program Coordinator or Athletics Team Administrator.

6. Student Life Program Coordinator or Athletics Team Administrator will enter a payment order along with all necessary documentation when they have confirmation that all items have been received.

7. Student Life Program Coordinator or Athletics Team Administrator will forward a completed payment order to the Student Life Dean or Athletics Director for final department approval.

8. Student Life Dean or Athletics Director will forward payment orders and supporting documents to the Student Life /Athletics accountant to process payment.

9. Once the accountant processes the payment, the Dean of Students will review and need to approve payment to the vendor. Dean of Students will forward approval to the Controller’s Office where a review of all documents pertaining to the payment will be made. If approved the Controller’s Office will send a check out to the vendor.