

Financial Responsibilities of Budget Managers

A budget manager, as defined by Centenary College of Louisiana, is the individual responsible for a department, program, or organization's operational funds. The following sections outline some of the responsibilities and financial duties of a budget manager named on a department, agency, grant or any other units that has a budget.

Budget Process & Oversight

A budget manager is accountable for the financial integrity of his or her academic department or administrative office. Financial integrity is maintained by careful attention and adherence to the department's budgets within the college's financial reporting system (Banner). Budget managers are responsible for ensuring that the expenses of the department do not exceed the allocated budget.

Budget managers are responsible for requesting budget changes, submitting transfers, approving transactions and requesting payments. All transactions must be processed in compliance with the college's policies and procedures. Budget managers should review their budgets on a regular basis to ensure proper recording of expenses.

A budget manager may not approve his own or her own transactions. These expenditures include, but are not limited to, college's credit card payments, if the card is in the budget manager's name, approval must also comply with the College's administration policy

Specific Responsibilities:

- **Review and Approve Original Charges:** All invoices and requests for payment, including any related backup documentation, should be reviewed by the appropriate authority and signed as approved.
- **Review Posting of Charges:** A review of all charges and deposits to accounts under your purview should be made regularly and at least monthly.
- **Reporting and Resolution of Issues:** Any issues found during your review should be immediately brought to the attention of the Business Manager. The Business Manager shall assist the Budget Manager in researching and resolving issues. However, the Budget Manager is ultimately responsible for final follow up and resolution.
- **Delegated Responsibilities:** It is the Budget Manager's responsibility to ensure that any delegated authorities or duties are properly documented, approved and maintain appropriate internal controls. Any questions can be directed to the Business Manager.
- **Suggest spending improvements that increase profits and forecast future budget needs**

BannerWeb

BannerWeb can be used to access account information as well as specific details about various transactions related to the accounts.

To obtain access to the Banner Finance system, you must complete and submit a Banner Web Authorization form. Proper authorization is required for permission to finance access to funds and orgs. The form **MUST** be submitted by the department head. The Controller's Office has put together a manual that will hopefully help you better understand how to use the BannerWeb system. The Banner Web Manual is a step-by-step process of how to access your accounts and specific data regarding your accounts. Each page has both text and visual descriptions explaining the next step. When to Use a Purchase Order:

A Purchase Order (PO) should be used when ordering merchandise or services for which an invoice requiring payment will be sent to the College. It is the approval method for ordering the College has adopted. Orders placed without a purchase order do not have the approval or authorization of the College. Without an authorized purchase order, the College maintains the right to refuse payment for the order.

When not to Use a Purchase Order:

- Purchases less than \$100 require an Expense Reimbursement Form or a Check Request Form.
- When a vendor will not accept a purchase order and payment in advance is required, a Check Request will be used.
- For renewal of annual memberships and subscriptions, use a Check Request.
- For reimbursement of travel expenses, use an Expense Reimbursement Form.
- Book purchases should be submitted to the Bookstore
- Printing should be submitted to External Relations via the website.
- Orders from Staples/Office Depot will use online ordering.
- Capital equipment purchases, regardless of the amount, should go through the appropriate Cabinet member.
- Computer and related items: all POs for computers, software and related items (printers, scanners, monitors, etc.) from all areas of the College must be processed through and approved by the Director of Information Technology Services (ITS).

Purchase Request Form Preparation

A Purchase Requisition Form is to be used for all requests for the purchase of commodities and services from outside vendors.

- Print legibly. Fill in all areas, including requisition date, requester's telephone number, account number, complete delivery address, authorized signatures and date delivery is needed.
- Verify the Vendor has all necessary paperwork on file with the Business Office.
- Purchases in excess of \$2500 must include a written price quote that includes details of the items being purchased.
- *PLEASE NOTE: For purchases in excess of \$10,000 you may be required to request a quote from multiple vendors. ("Single Source" documentation should include information*

regarding unique performance factors, why these factors are required, other products researched, and why they are not acceptable substitutions).

- All orders exceeding \$1000 must be approved by a Cabinet member.
- All orders exceeding \$5,000 require additional approval by the Vice President for Finance and Administration.
- All budget managers making purchases with federal funds will follow Federal regulations which require the College to seek bids for purchases of more than the simplified acquisition threshold (45CFR 74.40-74.48).

Completed purchase orders should be sent to business_office@centenary.edu or returned to the Business Office for processing. Purchase order forms can be found on the Business Office web page at: <https://www.centenary.edu/directories/offices-services-directory/business-office/frequently-used-forms/>

Purchasing Policy

Accounts Payable processes all payments for goods and services. To request payment of an invoice, please sign, date, and write the accounting distribution on the invoice or [Accounts Payable Check Request](#).

Centenary College's purchasing policy's objective is to enhance monitoring of expenditures of the college budget.

The policy requires:

1. For expenditures under \$1000, the Department head must countersign the invoice before forwarding to Accounts Payable.
2. For expenditures of \$1000 or more, the Department Head and the Vice President that oversees the department must countersign the invoice before forwarding to Accounts Payable.

Purchase orders, which will be issued in numbered batches for tracking purpose and are available in the Business Office.

If this policy is not followed, i.e., appropriate and timely countersignatures are not forwarded with the invoice to Accounts Payable, the Business Office is instructed to not pay the vendor until such approvals and paperwork are in place. The Business Office will return all incomplete paperwork to the purchasing party to obtain complete authorization and documentation.

If there are delays in getting this completed and the vendor calls the Business Office regarding payment, those calls will be transferred to the purchasing party. The purchasing party is responsible to get the documentation completed, back to the Business Office and resolve any issues regarding the purchased items with the vendor prior to that time.

Exceptions to this policy requiring counter-signatures or purchase orders include recurring monthly expenses such as utility payments, leases, payroll related payments. Student account and financial aid refunds are also exempt.

Checks and Disbursements

Disbursements made for college business services will generally be processed by Accounts Payable. Accounts Payable runs checks twice weekly, on Tuesday and Thursday morning, and checks are normally mailed on Wednesday and Fridays. During holiday weeks or inclement weather, the check run schedule may be changed. The campus community will be notified in advance when the schedule is changed. All requests for payments to an individual or company must be accompanied by a completed W-9 form unless the individual or company has a W-9 on record in the Business Office.

Payments to Students & Employees

It is *extremely* important that any payment for work done by a student or employee of the university be processed through Payroll rather than through Accounts Payable. Failure to properly report these individuals as employees and remitting the appropriate portion of employer's tax puts the university and the individual at risk of incurring severe financial penalties from the IRS. If you are unsure as to the proper handling of payments to be made to an individual please contact the Human Resources department.

There is a 10-business-day turnaround on reimbursements and payment processing. Please allow at least 10 business days before contacting the office regarding the status of a payment.

Exceptions to this policy requiring counter-signatures or purchase orders include recurring monthly expenses such as utility payments, leases, payroll related payments. Student account and financial aid refunds are also exempt.

Department Transfers

There are occasions when departments are required to transfer funds from one department to another. Some transfers are for expenses that one department incurs but are the responsibility of another department. These transfers are requests for reclassification of receipts or disbursements. The effect of reclassification of receipts or disbursements on account balances is to increase account balances with a credit entry and decrease account balances with a debit entry.

Mileage Reimbursement Policy

The rate of 53.5 cents per mile is to be used for reimbursement requests for all mileage incurred on or after January 1, 2017.

The College will reimburse employees for the use of their personal vehicle used for College business. Reimbursement will be at the effective date and rate published in this policy.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable. The number of days should also be taken into account. If the 75 miles in the above example were incurred over three business days, then the incremental reimbursable miles would be 15 ($75 - (3 * 20)$).

Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to Accounts Payable either separately or as part of a larger travel reimbursement request.

Purchasing Credit Card Policy

To obtain a purchasing card, complete the Credit Card Application, and return it to the Office of Financial and Administration located on the second floor of Hamilton hall.

Centenary College of Louisiana ("Company") has entered into an agreement with Capital One ("Bank") that provides qualified employees with a Purchasing Card to purchase low cost materials and services. Using the Purchasing Card benefits the Company and Cardholder through:

- Promptly paying our supplies
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies contained in this agreement, as well as, any verbal communication with administration pertaining to the program must be followed by the Cardholders as guidelines for conducting Company business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines:

Card member Definitions: Purchasing Cards are issued at the discretion of the Company to qualified employees.

Ownership and Cancellation of the Purchasing Card: The Purchasing Card remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or the company may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Purchasing Card upon request. Use of the Purchasing Card or account after notice of its cancellation may be fraudulent and may cause the Bank to take legal action against you.

Spending Limits: Each Purchasing Card has a present spending limit that may not be exceeded. The Purchasing Card should be used whenever and wherever possible for charging low cost materials and selected services (including shipping, handling, and tax).

Purchasing Card Abuse: Abuse of the Purchasing Card may result in revocation of the Card and appropriate disciplinary action including termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Failure to return the Purchasing Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to Accounts Payable

NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PURCHASING CARD

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used. These receipts must show the sales tax charged as a separate line item. Each month, the Cardholder will receive an activity report. Individual transaction receipts are to be attached to this monthly activity report and submitted to Accounts Payable no later than the 20th for payment.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. Accounts Payable will assist in handling dispute resolutions.

Protecting the Purchasing Card

The Purchasing Card is valuable property that requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping

Sign the Purchasing Card immediately upon receipt. When the expiration date is passed and/or after you have received a new Purchasing Card, cut the old Purchasing Card in half and dispose of it. Make sure the Purchasing Card is returned to you after each charge and verify that the returned Card has your name on it. Carbon sheets should be retained and destroyed.

Lost/Stolen Purchasing Cards

If the Purchasing Card is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 797-4282. The Cardholder is also required to contact Nikki Holmes (Accounts Payable) at 869-5126.

For more information, please review the Credit Card Policy at <https://www.centenary.edu/about/policies-procedures/administrative-policies/purchasing-credit-card-policy/>