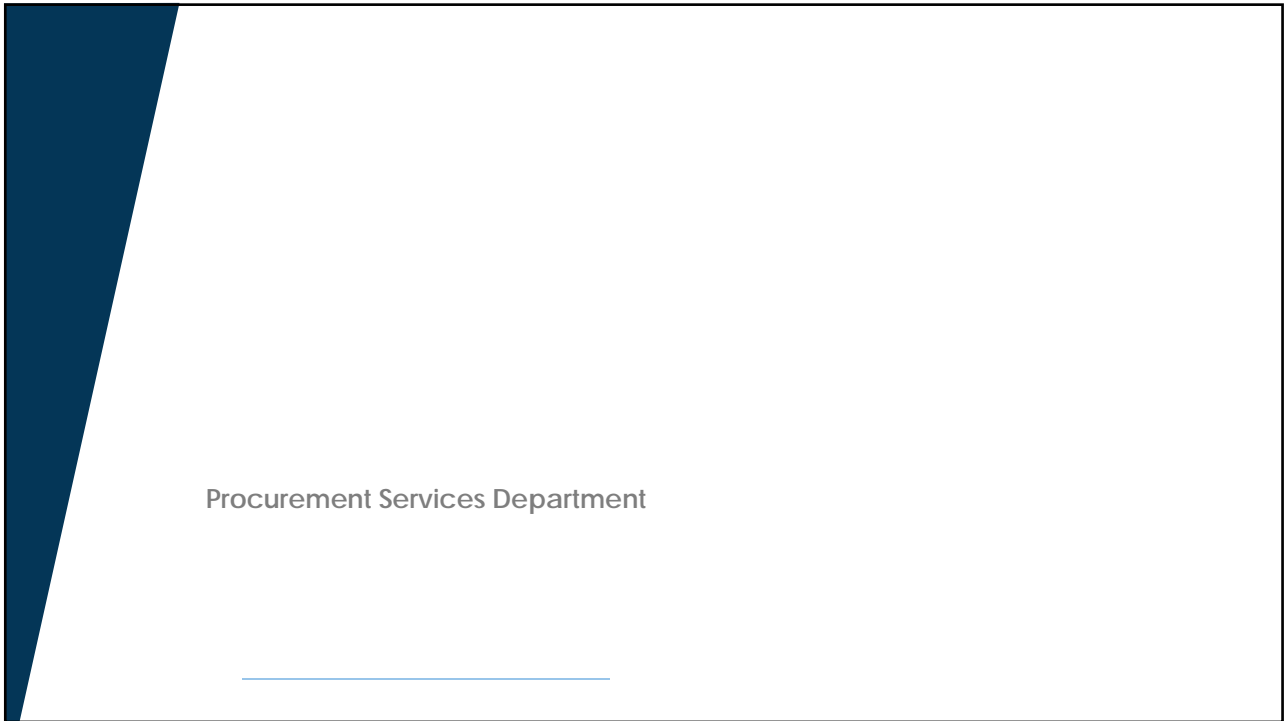




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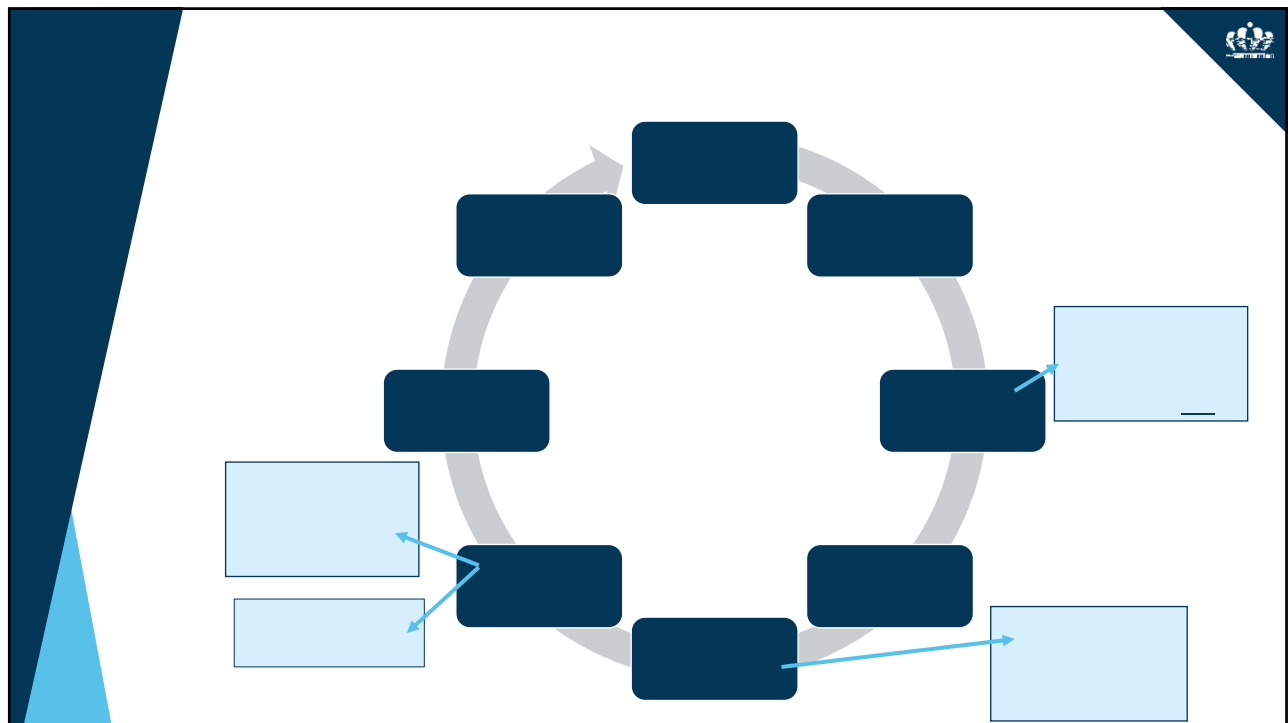


2



Today we will review...

*Special, Pre-, and Timely
Purchase Orders, PCards, Petty Cash*







University Policy 3001

(Commonwealth E&G and Auxiliary Services: Ledger 1, 3,
4 and 6 Funds)
(Local Discretionary/Gifts: Ledger 6 Funds Only)

CONSIDER: Reviewing the [University Code of Ethics](#)

Procurement Requirements

Contract Vendor *OR*

(SWAM) Vendor

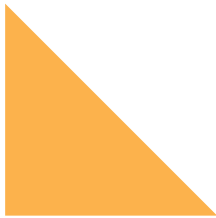
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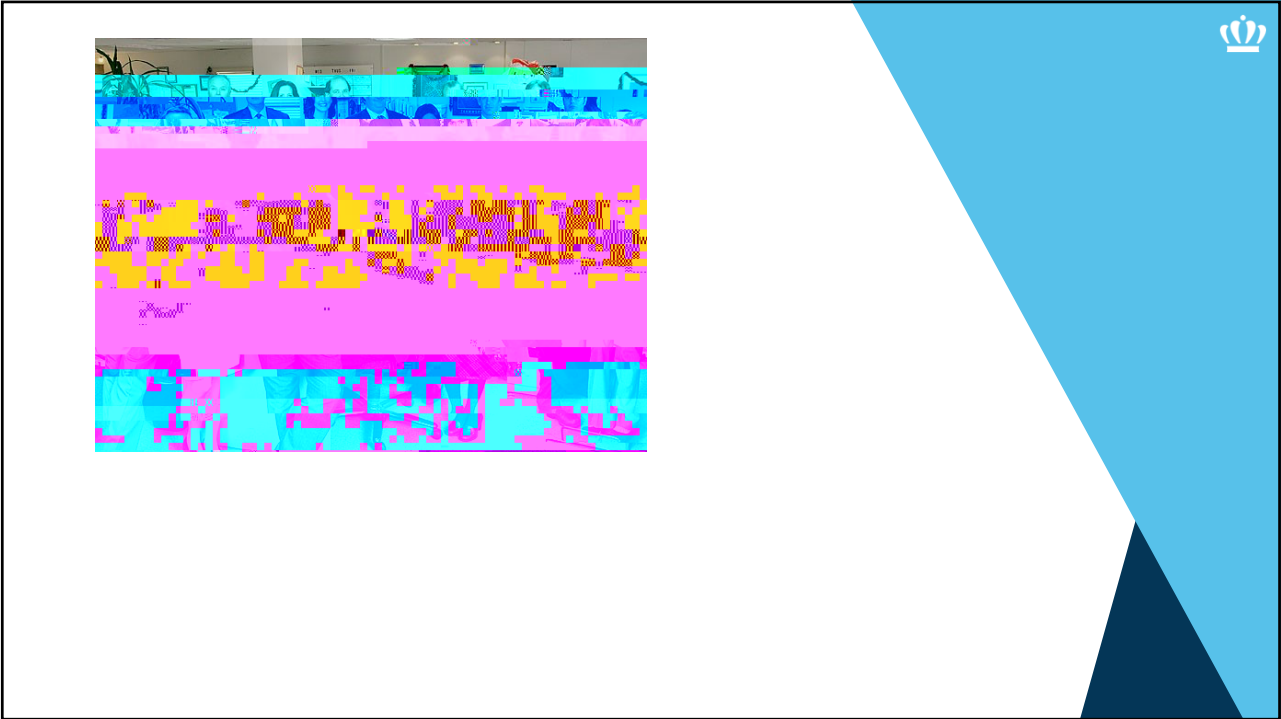


EXCEPTIONS: University-sponsored events such as commencement

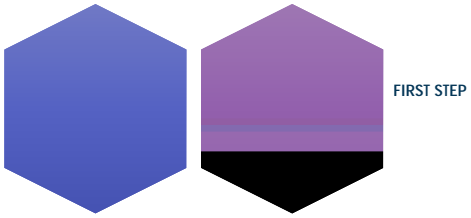
EXCEPTIONS: University-sponsored events

8



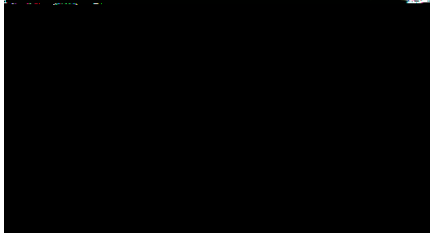


All Forms found on Office of Finance website





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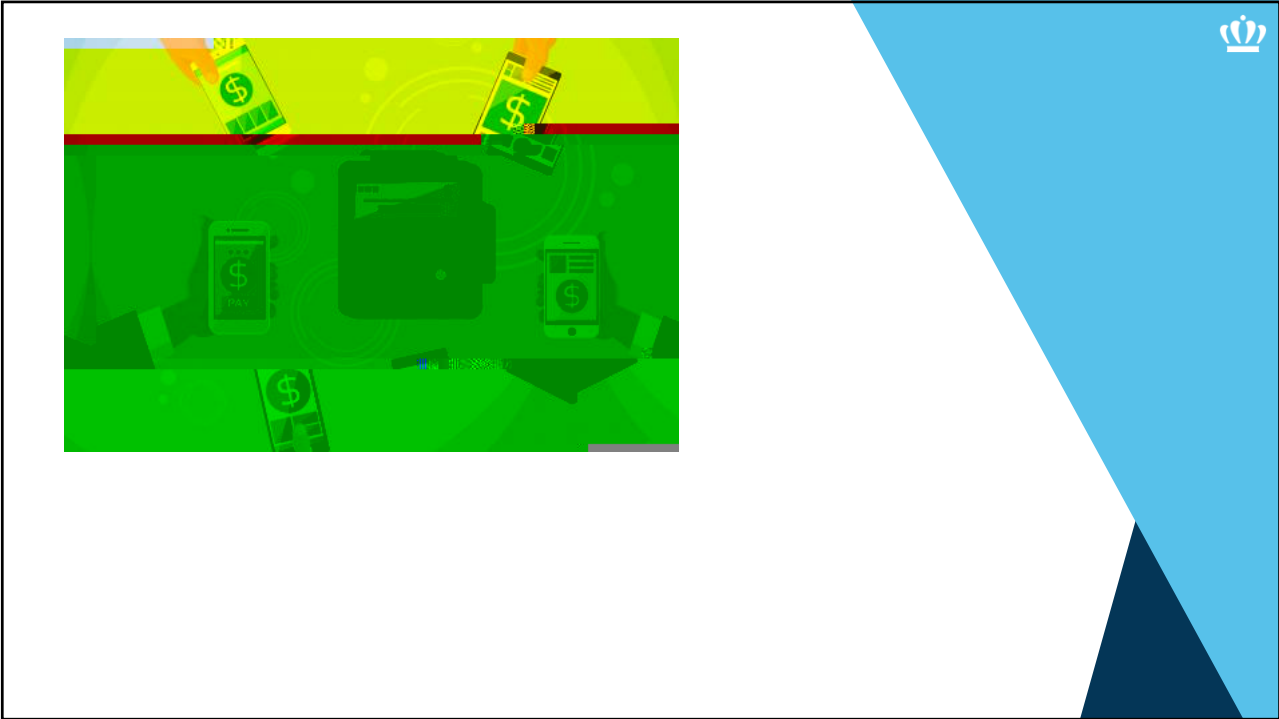
[NO!](#)

[Questions?](#)



Staples/RGH
Aramark
Dell & Apple
VCE or Staples
Printing





[Memo Payments](#)

IP Checklist/Worker Classification Questionnaire

[Bookstore Charges](#)

[Office Supplies](#)

[Aramark Requirements](#)

*NOTE: PCards are the preferred method of payment for Aramark orders \$4,999 and under!
Business Related Meal Expense Form*

PC-1 Petty Cash & Business Related Meal Expense Form









Petty Cash Fund:

\$200

BUD or higher establishes Petty Cash Custodian

To establish – BUD must request with AP via Memorandum

Now What?!

PC-1 Form



Removal of Funds *you will be notified of noncompliance/removal via email*

Reconciling & Reimbursing

Fiscal Year-End Requirements

by 5/31

How to Reconcile

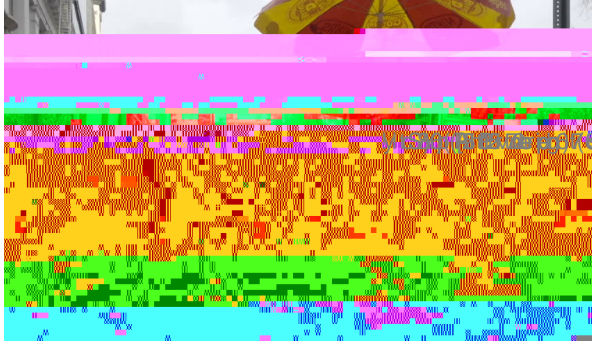
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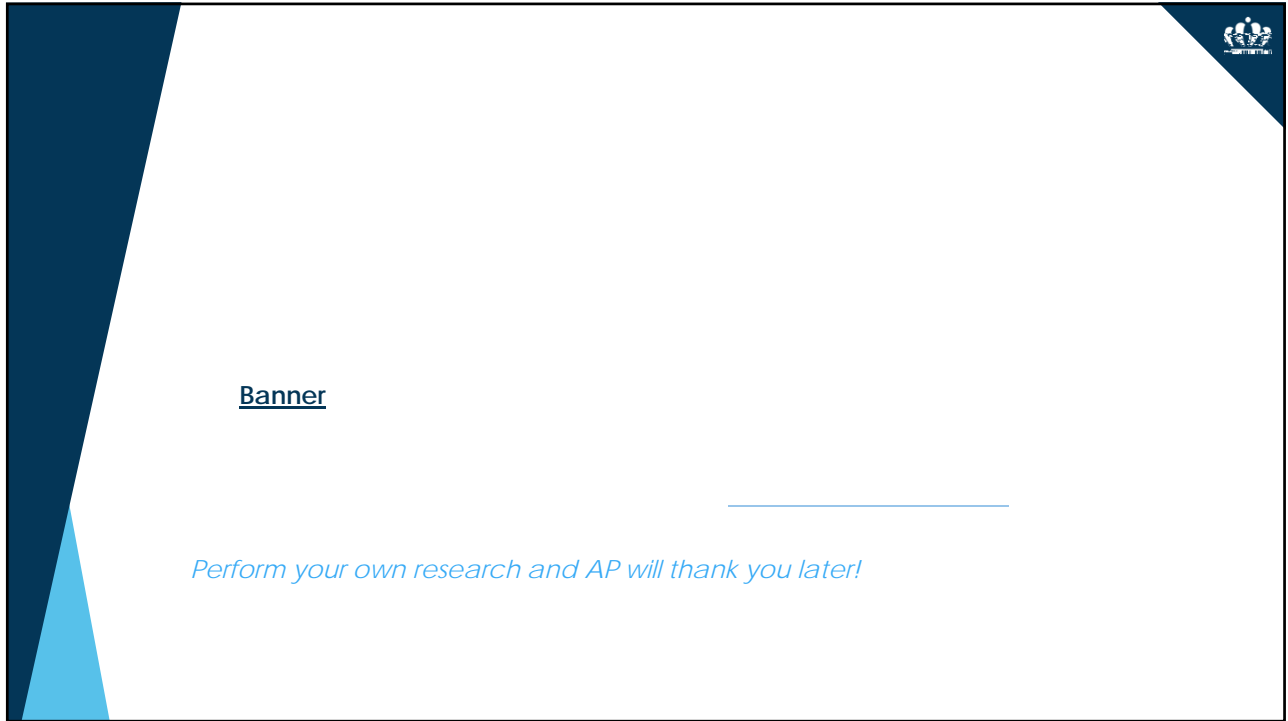
NO!







667 (2016) Programı (40)



Banner

Perform your own research and AP will thank you later!

35

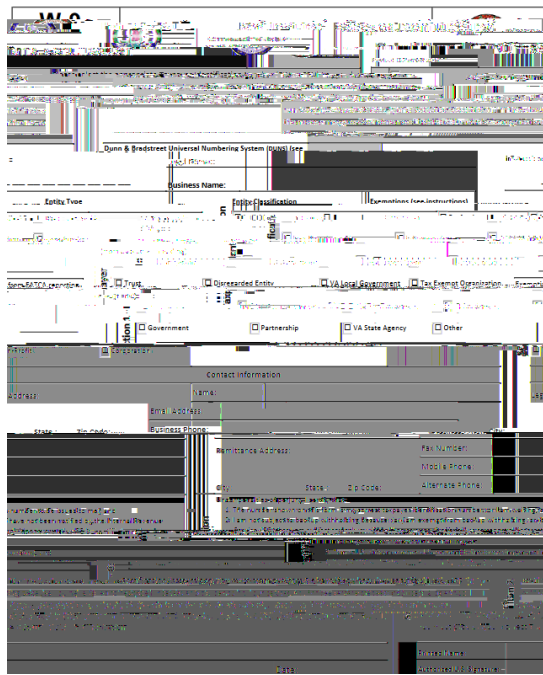




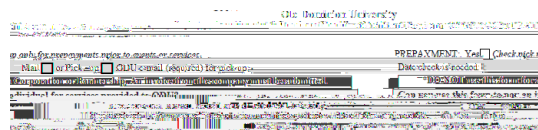


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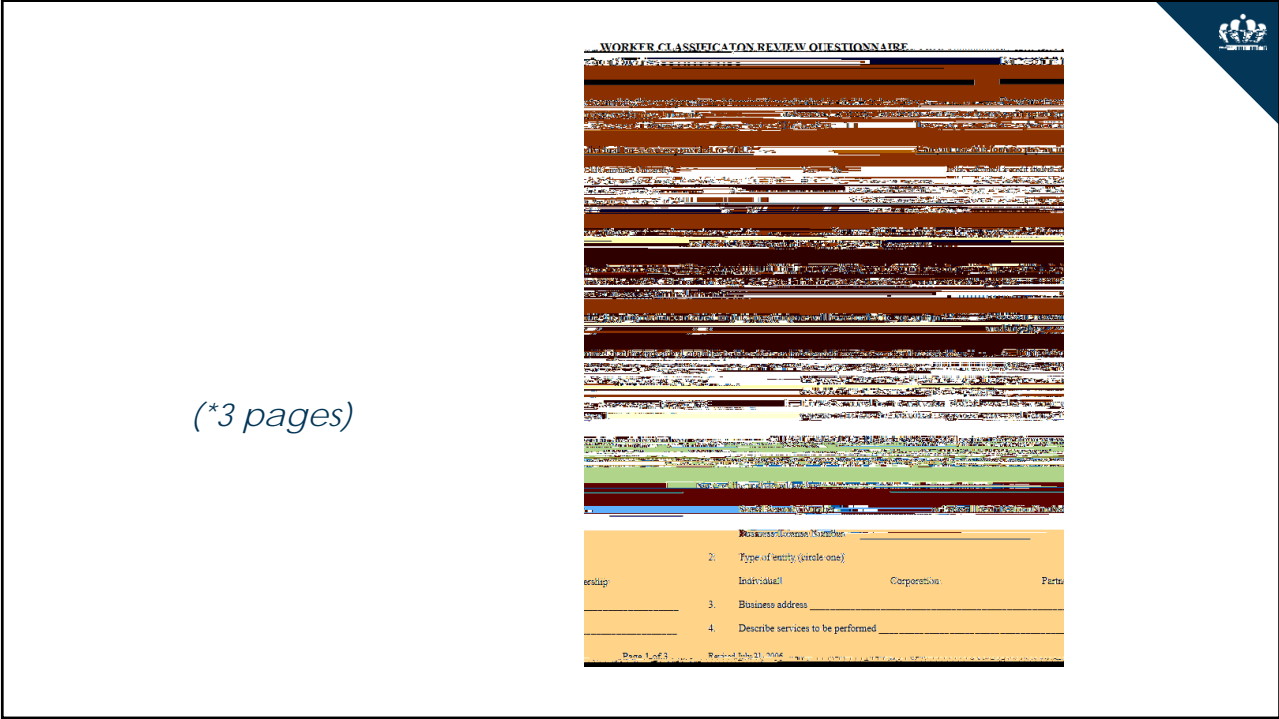
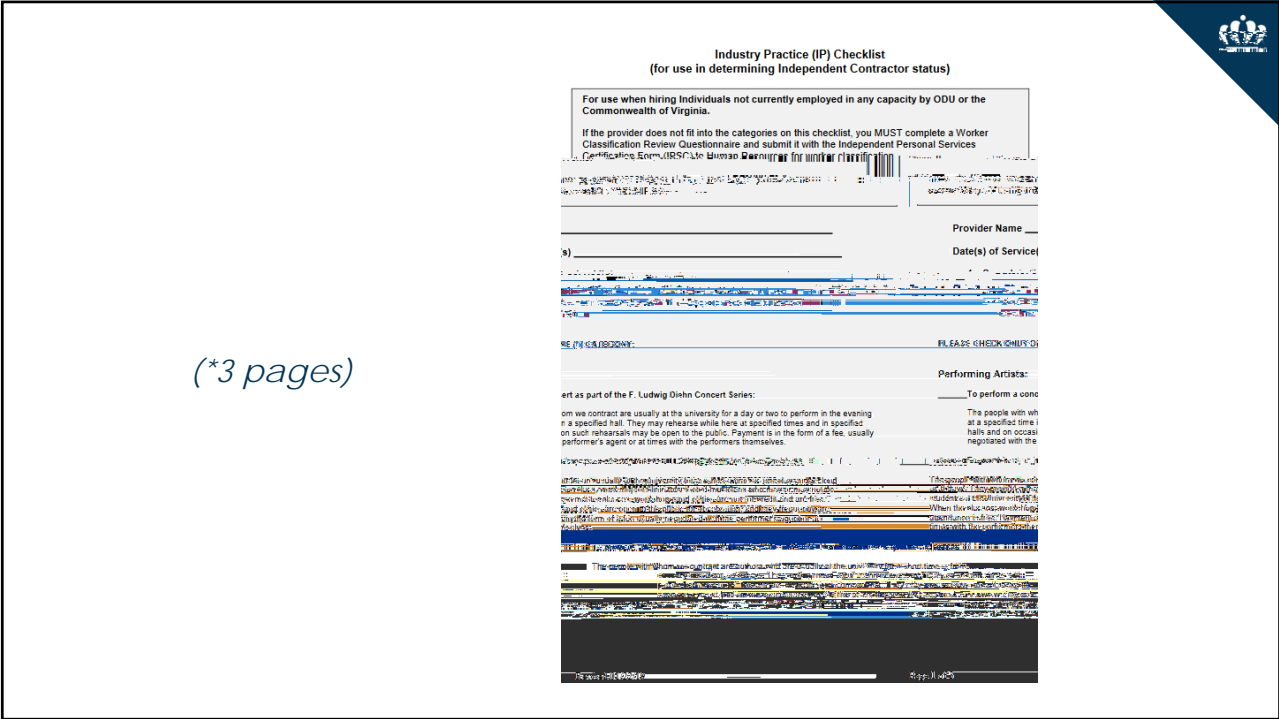
(*4 pages)
W-8BEN & W-8BEN-E may be found online



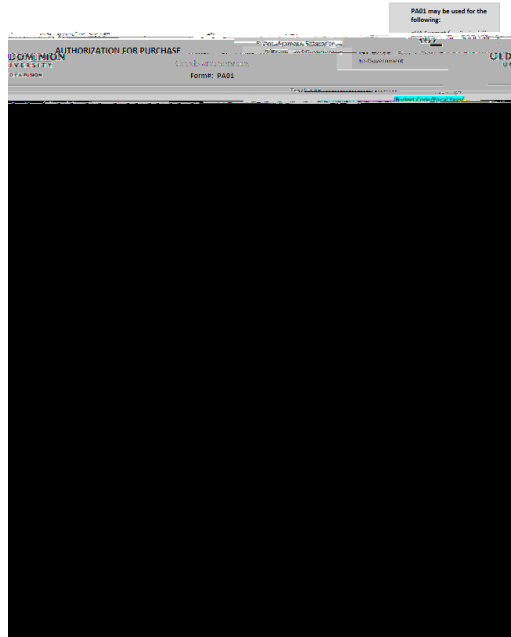
37



38









ALLOWABLE/DISALLOWED EXPENSES

University Policy #3001, Responsibility of Budget Unit Directors on Use of Funds (Expenditures) applies to all individuals designated as Budget Unit Directors having fiscal responsibility for University Budgets. Please refer to [policy](#) for full details.

Certain expenditures that are funded with Commonwealth Educational and General Funds (Ledger 1), Commonwealth Auxiliary Service Fe th96 (n)3.007 (d)2.998 (th)JTJ ET.007 (n)-5er. Pd1mealc(d)A0 0 607 (S)3.007 (r re)-2.00r icv7 (tr

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z}µU_]OE šZ Ç U Ç OE Ç}[Á OEQU^ }OE š_ Ç U š X•V
- x Purchase of goods or services for non-university or personal use or for use by an organization other than the University;
- x Cleaning of personahl (o)4.00ab2ei noUni OEro.Q q 0 0 6176m6b (;)TJ ET Q q 0 0 612 792 re W* n BT /C2_2