

PURPOSE: To reinforce departmental responsibility in managing budgets.

Pertaining to General Fund and Student Fee Funds monitored by Finance Budget & Reporting Officer, Lynn Lyle, llyle@bpcc.edu, to Course Fee Funds monitored by the Finance Senior Accountant, Debbie Elliott, deelliott@bpcc.edu, and to Grant funds monitored by the Grants Accounting Technician, Anita Drozd, adrozd@bpcc.edu.

PROCESS:

When the Finance Department receives a document that is **NSF**, whether through requisitions, check requests or P-Card and Bank of America Travel Card charges it will be the policy of the Finance Department that documents in **NSF status** will not be approved and the originating party notified by e-mail. Requisitions will be disapproved and remain in incomplete status until a budget revision is entered.

The requisition process automatically encumbers budget funds upon completion. However, check requests and p-card or planned travel should be tracked manually (in an Excel spreadsheet by budget account) by the responsible Admin and the **unpaid balances** per the spreadsheet at the time of budget review deducted from the Banner Budget Status to reflect an accurate remaining budget balance.

If upon the Available Budget review an NSF would be created if the Admin enters the requisition or check request or p-card transaction they will proceed as follows:

- 1) A budget revision form will be prepared by the appropriate Admin and sent to the appropriate Finance contact. The Finance Contact will communicate to the Admin when the budget revision is posted, so they can proceed with completing the requisition or continue with check request or p-card purchase.
- 2) In the event all budgeted funds have been exhausted and there are no budget categories with remaining balances for the FOAP (**Fund/Org/budget Account/Program**) the following procedure shall be followed:
 - a. The budget unit must submit to the responsible Vice Chancellor a request for additional funds.
 - b. This request shall include a written explanation why the funds are necessary to the continued operation of the budget unit.
 - c. This e-mailed request will be approved by the responsible Vice Chancellor and forwarded to the Executive Director of Business Operations, Veloria Nanze, for concurrence and determining from where the additional budget will be pulled.
 - d. This e-mailed approval will be forwarded to the appropriate Finance contact for backup and made a part of the permanent record.

Admin should monitor Purchase Orders for completion, review Encumbrances frequently to ensure payments are finalized and encumbrances are cleared, send receiving information to Purchasing contact Crystal Ashby-Tuggle, ctuggle@bpcc.edu in a timely manner, forward invoices to AP, ap@bpcc.edu upon receipt and communicate with Purchasing or AP with any questions or concerns.