

PURPOSE: To reinforce departmental responsibility in managing budgets. As we move to a virtual workplace environment this will enable the Finance Department to take care of the pressing matters of the financial stability of the college

PROCESS: Pertaining to General Fund and Student Fee Funds

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 NSF's 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.

It is the responsibility of each budget unit to check their budget availability before entering a requisition or check request. Likewise, P-Card or Travel Card transactions should be checked to see if funds are available in the fund, organization, account and program code it is being charged to prior to purchase. Banner Budget queries will reflect the availability of funds at the time of review. Note that Banner will not reflect any check requests or p-card transactions in process.

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 adjustment form will be sent to the Budget and Reporting Officer. The Budget and Reporting Officer will communicate to the Admin when the budget adjustment is posted, so they can proceed with completing the requisition or continuing with check request or p-card purchase.
- 2) 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** at the time of budget review per the spreadsheet used to reflect an accurate remaining budget.
- 3) In the event all budgeted funds have been exhausted and there are no budget categories with remaining balances for the particular fund/org 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 Vice Chancellor for concurrence.
 - d. This e-mailed approval will be forwarded to the Budget and Reporting Officer 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 in a timely manner and communicate with Purchasing or AP with any questions or concerns.