

## GBUD01 RESERVE FUNDS - EXPENDITURE INSTRUCTIONS

When incurring expenses for this activity there are two basic methods: direct and reimbursement. Check requests and requisitions/purchase orders can be submitted directly against GBUD01. Facility charges (i.e., Physical Plant, Bon Appetit, Bookstore, Duplicating charges), Procard charges, and the like would require reimbursement.

### **Direct Charges:**

- Fill out the appropriate paperwork with account codes. Get appropriate signatures (i.e., Division, Vice President or Provost Budget Officer). Provide to our office for review and signature by Lisa. We will forward check requests to accounting.
- For Requisitions you would be responsible for entering the requisition online (including commodity information and account codes) and e-mailing us the REQ #. Fax us a copy of the back-up for our records. Once we've received your e-mail and checked it against the back-up submitted, our office would fill in the appropriate funding line/activity code, clear the transaction and notify both you and purchasing that the document was ready for further processing. The purchase order and invoice payment would be made in similar fashion, with you being required to supply our office with any back-up documents prior to our approval (i.e., we need a copy of the invoice before we would clear it for payment).

**Reimbursement:** once a related charge has been processed and is reflected in Banner, make a screen print from Banner. Complete an Income/Expense Transfer form (on green paper) requesting the expense (broken out by appropriate expense codes, if necessary) be transferred to GBUD01, in corresponding increments/account codes. Include copies of appropriate receipts, work orders, etc as back-up documentation. Submit the Income/Expense Transfer form to our office for review and signature by Lisa. We will forward the document to accounting for processing.

Keep in mind that normal processing time for paperwork submitted to our office is two full business days and 2 weeks for accounting. If you know that you need to expedite a purchase in a shorter period of time, please contact our office as soon as possible for coordination and we will attempt to accommodate your request.

Of course if you have any questions along the way, feel free to contact our office.