

Fort Hays State University

"Department"

Policies & Procedures

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Bank Account

- All money must be deposited with Student Fiscal Services. Refer to Deposit of Cash Receipts policies and procedure at: http://www.fhsu.edu/sfs/cash_checks_deposit_slip/

Security

- All money collected by the department is kept in a locked filing cabinet in the Administrative Assistant's office until a deposit is made.

Record Keeping

- Maintain a spreadsheet of the accounts transactions located on the ___ drive under "Account Transactions" or maintain a filing system of all financial transactions
 - One file for each of the following
 - Revenue
 - Expenditures
 - Reconciliations
 - Keep a separate spreadsheet or file for each fiscal year (07/01/20XX-06/30/20XX)
- Update the spreadsheet (if applicable) each time a transaction occurs
 - Record the following:
 - Transaction Date
 - PO No
 - Vendor
 - Description
 - Debit Amount
 - Credit Amount
 - Balance
 - Reconciled
 - Initials
 - Reconciled Date

Deposits

- The Administrative Assistant will prepare a deposit at least once weekly or immediately after a major event
- For assistance with processing deposits, contact Student Fiscal Services at 4461
- To make a deposit
 - Gather all money collected for the account along with any receipts
 - Complete the deposit slip in its entirety which is located on the web page at: http://www.fhsu.edu/sfs/cash_checks_deposit_slip/
 - Detailed instructions are available at the above listed site under "Deposit Slip Instructions"
 - Put 1 copy with the money and receipts in the Deposit Slip envelope and HAND CARRY to Student Fiscal Services
 - File the other copy with the account's records in the "Revenue" file
- Update the transaction spreadsheet with the deposit information (transaction date, description and debit amount), which is located on the ___ drive under "Account Transactions"

Expenses

- Policies and procedures are at: <http://www.fhsu.edu/purchasing/policies-procedures-and-templates>
- For assistance with processing transactions, completing on-line forms, or account question contact Purchasing at 4250 or 4463
- The Administrative Assistant will initiate all purchase requisitions
- _____ is the backup budget authority for this account. If the budget authority is not available, _____ can approve PRs in his/her absence.
- Whenever possible use the department's P-Card to purchase items following the P-Card process manual found at: http://www.fhsu.edu/bus_off/Procurement_Card_Process_Manual.
- If a vendor will not accept a credit card, complete a purchase requisition based on the type of purchase following: <http://www.fhsu.edu/purchasing/state-account-instructions>
- If paying the budget authority, the PR must be approved by their supervisor. To reassign the PR to the supervisor follow the instructions at: <http://www.fhsu.edu/purchasing/Reassign>.
- Write the PO number on the original invoice in lower left-hand corner
- Circle the amount that was paid
- Make a copy of the detailed credit card receipt or invoice
 - The credit card slip will not be accepted as documentation since it does not list the items purchased.
- Give the copy of the credit card receipt or invoice to the Administrative Assistant
- Process P-Card transactions on IntelliLink. The IntelliLink instructions are found at: http://www.fhsu.edu/bus_off/Visa-Intellilink-Manual/
- Log sheets will be emailed to the reconciler. The reconciler will print the log sheets in double sided format.
 - Log sheets must be reconciled and verified by the cardholder or reconciler
 - The cardholder and budget authority of each account on the log sheet must sign and date the log sheet
- Submit the original P-Card receipts to Accounts Payable in the Credit Card envelope available in the Business Office
- Submit the original invoices for PO's to Accounts Payable in the PO Invoice envelope available in the Business Office.
- The Administrative Assistant will:
 - Update the transaction spreadsheet with the credit card or invoice information (transaction date, PO #, vendor, description and credit amount), which is located on the __ drive under "Account Transactions" (if applicable)
 - File the copy of the receipt or invoice in the "Expenditures" file

Reconcile

- At the beginning of each month the Administrative Assistant will print the Detailed Transaction Listing by Department report located on IFAS under Reports/Department folder for the account for the previous month's transactions
- Reconcile the IFAS report to the account's "Transaction Spreadsheet" or department files
- Mark an "R" next to each transaction when they appear on both the spreadsheet or in the file and on the report
- Call Accounts Payable if any discrepancies are found
- Date and initial the report and spreadsheet (if applicable)
- File the report in the "Reconciliation" file
- To find the account balance, run Cumulative Object Summary by Department report on IFAS under Reports/Department folder

Maintain Documents

- All documents for the department must be kept on file for 3 years for auditing purposes

Other

- Fees cannot be collected for class materials and other academically related expenses unless approved by the Vice President for Administration and Finance per User Fee policy found at: <http://www.fhsu.edu/policies/manual>