

BUSINESS OFFICE PROCEDURES

Updated 9/12/18

USE OF REQUISITION AND TRAVEL FORMS

Requisitions, Travel/Expense, Walk Through/Fee Fund and Intercampus Transfer forms are the means by which you order goods and/or services that you need. The forms require your budget account number and signature, signature of appropriate division chair or supervisor before being submitted to the Business Office for verification of funds availability and approval. **ALL activity that will result in payment from the college requires PRIOR APPROVAL. Please allow for a week from the time you submit paper work to when you receive the PO number.** If a VP is the originator of the requisition, they must obtain the President's signature as the second approving signature prior to submitting the paperwork to the business office.

Requisitions and Travel/Expense forms are to be submitted and PO numbers assigned **prior** to any expense being incurred, including registration fees, room reservations, etc. Electronic versions of requisitions are acceptable providing the layout is approved by the Business Office.

Requisitions from grant funds must be approved by the Grant Director/manager to verify it is an allowable cost per the grant guidelines.

As employees can not be vendors on a purchase order, any personal reimbursement for expenses incurred on behalf of DC3 must be requested on a travel form. Pursuant to Board Policy 844 Financial Conflict of Interest Policy, **no employee or employee's family member may be a vendor.**

When possible, purchases should be made from merchants in Ford County, Kansas. Approval by the VP of Finance is necessary for any international purchase.

When requesting a check to be processed and sent to a vendor (typically registration fees) a copy of the registration or some other form supporting the check amount must be attached to the requisition. We can not issue checks without support. Cash advances for student meals (trips or sporting events out of town) also require documentation. For this we require a list of individuals who will be receiving meals paid for by the college attached to the requisition. If the students will be picking up their cash, they must sign for it. NO student is allowed to sign for another student. If a student leaves early for an event prior to the cash being available, the student may pick up the cash for two business days following the event with verification from the coach in writing that the student attended the event. The coach/sponsor may choose to pick up the cash instead of having students come to the business office. The coach must have students sign for it. It is the coach's responsibility to account for all the cash by student signature or return of the cash. All unused cash must be returned to the business office immediately following the event.

No merchandise/service, etc. **can be ordered prior** to processing the required forms. For example it is not allowable to go to a merchant, obtain t-shirts then come back, fill out the requisition and attach the invoice. If you do not know the cost of the merchandise/expense, you should estimate to the best of your ability and submit that on the requisition.

The originator of an order needs to place the order by fax, email or mailing the PO to the vendor.

If you fax or call in an order, please be sure to give the vendor the PO number and ask that they include it on the invoice and, if possible, on the packaging. If possible, invoices should be emailed to jrucker@dc3.edu. If you receive an invoice, it must be turned in to Accounts Payable as soon as received.

Please be sure to note on your travel forms which type of vehicle transportation you will be using, fleet or personal.

WALK THROUGH PO'S

This form is to be used only when in immediate need of product or service. In this emergency situation, the requestor should complete the Walk Through form and personally take it to obtain required signatures. After all signatures have been obtained the requestor should bring it to the Business Office where the account will be checked for available funds. The Walk Through will be signed by the Chief Fiscal Officer or Business Office Director twice a day (at 11:00 a.m. and again at 3:00 p.m.) and assigned a PO number. The Vendor and Originator copy will be available for the requestor. The requestor is responsible for obtaining the PO, ordering and picking up of the items. This form is to *only* be used when there is an immediate/emergency need.

FEE FUND PO'S

The same procedures for ordering on a requisition are applicable to fee fund orders. The form for this is combined on the Walk Through form. All requirements for prior approval, quotes, etc. apply to fee fund purchases.

REQUISITIONS OVER \$1,000

Any requisition totaling \$1,000 - \$9,999 is required to have quotes attached before the requisition will be approved. This applies to the order, not item by item. The quotes can be phone quotes (documented on the Phone Quote form obtainable from Central Stores & building secretaries); faxed quotes, web page price sheets or other copies documenting competing prices.

The exception to the quote requirement is that a single vendor is the only source. This should be noted on the requisition in the Alternate Vendor section of the form.

When possible, purchases should be made from merchants in Ford County, Kansas. If a local merchant does not provide the lowest quote but the cost difference is less than \$100, the local vendor should be awarded the purchase.

REQUISITIONS \$10,000 AN OVER

Any order equal to or greater than \$10,000 requires sealed bids to be obtained. The request bids indicating the requirements and specifications are sent by the Central Stores clerk. If you need to obtain goods or services of \$10,000 or more, please contact the Business Office for information on how to proceed with the bid process.

SINGLE Item Purchases of \$5000

Any single items costing \$5000 or more shall be considered equipment. This includes tangible and intangible items (such as software maintenance)

iPAD RELATED PURCHASES

iPad apps require prior approval (issuance of a PO) and **must be purchased with personal funds**. Requests for apps need to have the name of the app and how it will be used in the classroom or program. As this will be a personal reimbursement the request should be on a Travel Form. After the Business Office receives the purchase receipt the employee will be reimbursed on a weekly basis.

EQUIPMENT PURCHASE WITH GRANT FUNDS

Ownership of any equipment purchased with grants funds shall be ascertained by the Grants Accountant. Ownership must be documented in writing by the awarding agency.

USE OF VISA or AMERICAN EXPRESS

It has always been procedure that **non-travel purchases be direct bill**. We feel that the convenience of a credit card purchase is resulting in overuse of the cards for non-travel items. Credit card limits are being maxed out resulting in the lack of sufficient funds to accommodate travel; therefore, any requisition for a non-travel visa expense needs to be submitted to Jenn Rucker in the business office. Anyone needing to purchase in this manner may set up the direct pay prior to submitting the requisition; however, if you choose not to, Jenn will set up direct pay with the vendor. We expect this process to take at least a week; therefore, please submit any request timely to be able to have your purchases when you need them. This may take additional planning by those submitting credit card purchases for non-travel requisitions.

When possible always use a fuel card for fuel purchases instead of your travel Visa.

Prior to using a DCCC credit card for *any expense* an approved travel or requisition form must be submitted with appropriate signatures **and** a PO number assigned by the Business Office. It is not acceptable to use the card then process the necessary forms. Any charges on VISA prior to obtaining approval will be the responsibility of the individual making the purchase. This also applies to employees with DCCC credit cards bearing their name.

Generally DCCC credit card use is restricted to use while traveling (lodging, meals, fuel). If a non-travel purchase must be made with DCCC credit card, you should submit the necessary signed requisition to the Business Office, obtain a PO number, check out a credit card then place the order. After placing the order you **must return the card and the receipt and/or order confirmation the same day**. This applies to on-line orders/registration fees. When ordering on-line, you must come to the Business Office and place the order from one of the computers in the Business Office.

Taking a prospective student/colleague to eat in town also requires prior approval. Meals paid for are limited to one recruiter, the student(s) and up to two student family members. Names shall be noted on the receipt.

It is not allowable to charge snack food/drink items to DCCC if purchased in Dodge City. This includes using a DCCC credit card and/or personal funds and requesting reimbursement.

It is not allowable to have yearly renewing subscription charged to a DC3 Visa or American Express. Automatic renewals of subscriptions are not allowed. Requisitions should cover one year subscriptions only.

We realize there will be times when the unexpected happens and you must use the card (after Business Office hours), but the appropriate req/travel form should be submitted to the Business Office, with the receipt, the next business day. An explanation of the situation should be noted on the form.

Missing or lost credit card receipts:

The Business Office will notify you once regarding missing receipts and/or travel forms. If it becomes necessary to contact you a second time, your credit card privileges will be curtailed as follows:

In the case of someone missing a receipt from a 'numbered' VISA card (a card that does not bear an individuals name) the individual will be required to use personal funds/credit card for the purchase. They will receive reimbursement the following week providing the receipt is submitted by Monday.

In the case of someone with their name on the card, the card will be withdrawn and the individual will be required to come to the Business Office and check out their card *each time* they need to use it. After using the card, it is expected the card and receipts be returned immediately upon completion of purchase. If a named card is not returned between uses, the card will be cancelled.

In the event a DCCC credit card is inadvertently used instead of your personal card, you need to complete a requisition/travel form, attach the receipt *and your payment of the expense* and submit them to the Business Office. As this charge will appear on DCCC credit card statement, we must pay the credit card company for the expense. If you reimburse with a personal check, please contact Accounts Payable to find out if the check should be made out to DCCC or credit card company. *Payroll deduction is not an acceptable method to reimburse for personal expense.*

It is not permissible for the holder of a named credit card to allow another individual to use his/her credit card.

Anyone failing to submit credit card requisition, travel form or receipts after being called once will have their credit card privileges curtailed.

MISSING GAS CARD RECEIPTS

The same rules as missing credit card receipts applies

MEAL RECEIPTS/EXPENDITURES

Names of all individuals in a meal party are to be indicated on the back of the receipt. In the case of team meals, please attach a list of team members. **All meal receipts must be itemized.** Credit card or cash receipts with only the total are no longer appropriate. Lunch items between \$10.00 and \$15.00 and dinners up to \$20.00 are acceptable.

If alcoholic beverages are ordered, they should be paid for *by the individual*. Please do NOT put charges for these items on a DCCC Visa and then plan to reimburse DCCC. These items should not flow through the college in any way.

If a job applicant is taken to lunch/dinner, the College will only pay for the meals of the (1) applicant, (2) Screening Committee chair and, in the case of faculty applicants, the (3) Division Chair. Others joining the meal should pay for the meal with personal funds and will not be reimbursed.

15-20% gratuity is customary. Please do not exceed this amount. If you wish to increase that amount, you should do so at your own expense and will not be reimbursed.

If a prospective employee qualifies for reimbursement of expenses incurred while visiting the DC3 campus, reimbursement expenses are capped at \$500 per prospective employee. If an exception is to be made to pay in excess of the \$500 cap, approval must be made in writing by the VP of Finance PRIOR to the prospective employee's campus visit.

As a cost cutting measure, it is not appropriate to pay for employee breakfast/lunch/dinner meetings. Meetings should be scheduled during work hours or individuals should pay for their own meal.

MILEAGE REIMBURSEMENT

Refer to Board policy #615.

AUTHORITY TO SIGN AGREEMENTS

No employee has the authority to enter into **any** agreement on behalf of Dodge City Community College except as authorized by the President and/or Board of Trustees.

FLOWERS FROM DCCC

Flowers are ordered through the Executive Office *only*. If your department has a 'friend' of the department become ill/pass away you should contact the President's office to see if it is appropriate to use DCCC funds to pay for them. If it is not appropriate, and you have access to a fee fund, they can be paid for by your fee fund.

According to Board Policy 837, flowers/cards are only sent in the event of:

1. Death of an employee, their spouse, or dependent child/stepchild.

2. Extended hospitalization or extended illness of an employee.
3. Death of a “Friend of the College” (former trustee, former president, etc.)

ACCOUNTS RECEIVABLE-INTERNATIONAL STUDENTS

International students must pay with a credit card or cash. We will not accept money wires into our bank account.

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PAYROLL

TIME RECORDS:

All time is to be recorded using the electronic time keeping system TimeClock Plus. **No work is to be performed until the employee has been added to the time keeping system by Payroll (this includes all student workers as well as all other hourly employees).**

Completed employment information received in Payroll by 3:00 p.m. will be added to the time keeping system by 10:00 a.m. the next day. Those received after 3:00 p.m. will not be added until the second business day.

If an employee (other than student workers), needs to begin working immediately, the supervisor should “walk through” the paperwork to Human Resources. If all paperwork is in order, HR will “walk it through” to Payroll and they will be entered into the system. This procedure is to be used very rarely and is highly discouraged. An employee should not begin working until they are in the system.

All time must be approved by **both** the supervisor and employee on TimeClock Plus. PLEASE BE SURE BOTH APPROVE AND THERE ARE NO “PERIODS TO BE RESOLVED” or anything in orange which denotes that something is not correct. Supervisors and employees should remember that any leave taken can’t make the day over 8 hours. Comp time used can’t make the day over 8 hours OR the week over 40 hours. Every time and absence must be approved or the entire payroll process will not be able to be completed.

All **hourly** employees have the same pay periods. The pay period varies each month and should be checked by both employee and supervisors. Payroll sends a chart out with pay periods and pay dates before the start of each fiscal year. The pay weeks are Sunday – Saturday. Time must be approved each week by **noon of the following Monday.**

Allowing any employee to work before being entered into the time keeping system by the Payroll department is not allowed.

If an employee is absent when the week’s hours need approved, the supervisor should approve the time and when the employee returns have them verbally approve the action.

PAYROLL QUESTIONS AND SUBMISSION OF LATE PAY INFORMATION:

Faculty & Program Tech:

If an employee fails to submit required paperwork in order to process a paycheck by the deadline, there will not be a special payroll run to issue this person a check. Pay will be issued on the next payday. For example, late submission of cert rosters by the due date may result in late issuance of paycheck.

If an employee was expecting a check and didn’t receive it, the process is:

1. Contact your Dean
2. Human Resources

If an error is on the part of the Dean, HR or payroll, a check will be issued as soon as possible after the problem is resolved.

Keep in mind Payroll can only process information it receives, so you need to contact the department whose responsibility it is to prepare pay information.

Classified:

It is the responsibility of the employee and their supervisor to be sure their time is correct and approved for payroll by the deadline. Late submission of pay information may result in a delay of payment until the next month's pay.

VOLUNTARY DEDUCTIONS:

DCCC allows payroll deduction for voluntary annuity/savings type deductions providing there are a minimum of three (3) participants for the same payroll deduction. Payroll deduction is not for automatic payment of bills.

GRANT FUNDED POSITIONS

Salary/benefits will be allocated according to grant award document.

Student Employee Hiring Process

12/01/16

Students desiring employment should follow these steps:

- Contact Financial Aid to determine eligibility for Federal Work Study.
- Eligible for FWS Complete employment packet and return it to Financial Aid
Financial Aid follows their procedures to insure packets are complete and accurate and deliver to HR as often as needed
- Institutional Work Students are given employment packet by Financial Aid to take to their potential supervisor. It should be noted on the packet that the student is NOT eligible for FWS. Supervisor assists student in completing packet, insuring it is complete and accurate.

Students bring completed packets to the Human Resource Office in the Administration Building to have their employment setup. They are instructed to check with their supervisor to see when they may begin work.
- HR follows their procedures to set the student up in the computer system and process files. Once completed, HR forwards packets to Payroll for entry into TimeClock Plus – the electronic time keeping system.
- Completed employment packets received in HR by 3:30 p.m. will be sent to Payroll by 10:00 a.m. the next working day.