

# FINANCE AT A GLANCE

|                   |                          |  |
|-------------------|--------------------------|--|
| <b>Budgets:</b>   | Transfers<br>Monitoring  | Check your budgets! Transfer funds as needed.<br>In Banner go to FGIBDST or ...<br>In PTC Pathway go to Finance, Budget Queries  |
| <b>Limits on:</b> |                          |  |
| Petty Cash        | <\$50                    | Reimbursed in the Business office with approved receipts (excluding food).   |
| Credit Card       | <\$2,500<br>(per month)  | Supplies only - no food, travel, or tagable items (ex: iPad).<br>Single transaction limit is \$1,000, no PO required.  |
| Check Requests    | <\$500                   | (Can be greater than \$500 <u>if</u> for registration or membership dues)  |
| Travel            | In-State<br>Out-of-State | Attach all receipts and training agenda to reimbursement request.<br>Attach all receipts and training agenda to reimbursement request.<br>Out-of-State trip request must be signed by the President <u>before</u> travel arrangements can be made. |
| Gas Cards         | Fleet                    | Must have PIN #  |

## Requisition Approval Limits:

|                |                            |
|----------------|----------------------------|
| \$500-2,500    | Budget Holder              |
| \$2,500-5,000  | Dean/Supervisor            |
| \$5,000-10,000 | Vice President             |
| >\$10,000      | President or VP of Finance |

## Requisition Guidelines:

|             |   |
|-------------|---|
| No Quotes   | If vendor is on State Contract (always use State Contract if available) |
| \$500-5,000 | No price comparison required (but highly recommended)                   |
| ≥\$5,000    | Three written Quotes recommended  |
| ≥\$10,000   | Solicitation completed by PTC Procurement Office (specs needed)         |
| ≥\$50,000   | Solicitation completed by MMO Procurement Office (specs needed)         |

*Note: all technology purchases must be approved by the IT department.*

## Finance Staff:

|                                |                |      |
|--------------------------------|----------------|------|
| VP of Business and Finance     | Paige Childs   | 8688 |
| Admin Asst./Credit Card Recons | Jean Burbage   | 8434 |
| Controller                     | Wendy Hughes   | 8317 |
| Grants Accountant              | Kim Cox        | 8318 |
| Asst. Accounting Manager       | Jeromy Crocker | 8728 |
| Accounts Payable Accountant    | Gail Carruth   | 8312 |
| Staff Accountant               | Hope Simpson   | 8734 |

## Purchasing:

|                     |               |      |
|---------------------|---------------|------|
| Procurement Officer | Kevin Wells   | 8314 |
| Postal Clerk        | Reginald King | 8342 |

**\*\* Note:** Food purchases are only allowed when at least 75% of participants are non-PTC employees.  
Complete a check request for reimbursement and attach an attendance list.