Budgets:

- Transfers: Check your budgets! Transfer funds as needed.
- Monitoring: In Banner go to FGIBDST or ...
  In PTC Pathway go to Finance, Budget Queries

Limits on:

- Petty Cash: <$50 (Reimbursed in the Business office with approved receipts (excluding food)).
- Credit Card: <$2,500 (per month) Supplies only - no food, travel, or tagable items (ex: iPad). Single transaction limit is $1,000, no PO required.
- Check Requests: <$500 (Can be greater than $500 if for registration or membership dues)
- Travel:
  - In-State: Attach all receipts and training agenda to reimbursement request.
  - Out-of-State: Attach all receipts and training agenda to reimbursement request. Out-of-State trip request must be signed by the President before 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 Recon: Jean Burbage 8434
- Accounting/Budget Manager: Wendy Hughes 8317
- Grants Accountant: Kim Cox 8318
- GL Accountant/Bank Recons: Janice Sibert 8734
- Accounts Payable Accountant: Gail Carruth 8312

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.