

FINANCE AT A GLANCE

<u>Budgets:</u>	Transfers	Check your budgets! Transfer funds as needed. All budget transfers are completed by Latisia Gilchrist.
	Monitoring	Using Banner Admin Pages go to form FGIBDST or ... In PTC Pathway go to Employee, HR and Finance, Finance Dashboard, My Finance Query

Limits on:

Petty Cash	<\$50	Reimbursed in the Business office with approved receipts (excluding food).
Check Requests	<\$500	(Can be greater than \$500 <u>if</u> 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.
	Overnight Stay	Trip request must be approved <u>before</u> travel arrangements can be made.
Gas Cards	Fleet	Must have PIN #
Credit Card	Various Limits	No food, no travel (gas or hotel), no taggable items (ex: iPad). Credit Card holders are still required to use State Contract vendors. May be used for In-State Registration, Dues and Membership fees. Single transaction limit is \$1,000, no PO required. Reminder: Amazon Business Prime account should not be used for "Company Restricted" purchases (ex: office supplies.)

Requisition Approval Limits:

\$500 - 2,500	Budget Holder
\$2,501 - 5,000	Supervisor
\$5,001 - 9,999	Dean or Vice President
≥\$10,000	President or VP of Finance

Requisition Guidelines:

No Quotes	State Contract Vendors (<u>always</u> use State Contract vendors if available)
\$500 - \$ 4,999.99	No price comparison required (but highly recommended)
\$5,000 - \$9,999.99	Three (3) written Quotes recommended
\$10,000 - \$24,999.99	Three (3) written Quotes REQUIRED
\$25,000 - \$49,999.99	Solicitation completed by PTC Procurement Office (specs required)
≥\$50,000	Solicitation completed by MMO Procurement Office (specs required)

- *All technology purchases must be submitted through the IT department.*
- *All marketing/promotional purchases must be submitted through the Marketing and Communications department.*

Finance:

Vice President, Business, Finance, and Facilities	Paige Childs	8688
Exec. Asst., VP for Bus. & Fin. /Credit Card Recons	Julie Banks	8434
Controller	Wendy Hughes	8317
Administrative Assistant	Latisia Gilchrist	8734
Assistant Controller	Jeromy Crocker	8728
Grants Accountant	Kim Cox	8318
Accounts Payable Accountant	Alice Hahn	8312
Staff Accountant	Melanie Barrett	8320
Postal Clerk	Reginald King	8342

Purchasing:

Procurement Officer	Brian McKenna	8314
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Grants:

Grants Administrator	Caroline Chappell	8742
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**** 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.