FINANCE AT A GLANCE

Budgets	Transfers	Check your budgets! Transfer funds as needed. budget transfers are completed by Latisia Gilchrist.
	Monitoring	Using Banner Admin pages go to form FGIBDST or in PTC Pathway for Employee > HR and Finance > My 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 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.
	Overnight Stay	Trip request must be approved before travel arrangements can be made.
Gas Cards	Fleet	Gas cards are assigned to vehicles not individuals. Each user of a Gas Card must have a PIN # assigned to them. Email procurement@ptc.edu to request a PIN. Please include your name, P#, and department.
Credit Card	<$3000	No food, No travel (gas or hotel) and no taggable items (ex: iPad). Card holders must use state contract vendors. May be used for In-State registration. Dues & Membership fees. Single transaction fee is $1000, no PO required. Amazon Business Prime is not to be used for "Company Restricted" purchases (ie: office supplies).

Requisition Approval Limits:

$0-2,500	Budget Holder
$2501-5000	Supervisor
$5,001-10,000	Dean or Vice President
≥$10,001	President or VP of Finance

FINANCE AT A GLANCE

Requisition Guidelines:

No Quotes	State Contract Vendors (always use State Contract vendors if available. https://procurement.sc.gov/contracts
$ 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 IT/Technology purchases must get prior approval from the IT Department
- All Marketing/Promotional purchases must get prior approval from the Marketing & Communications Department
- Equipment purchase that will need assistance from the Facilities Department must be communicated in advance.

Finance:	Vice President, Business and Finance	Paige Childs	8688
	Associate VP, Business and Finance	David Starkey	8668
	Exec Asst, VP for Bus. & Fin	Julie Banks	8434
	Controller	Heather Wheeler	8608
	Administrative Assistant	Latisia Gilchrist	8734
	Assistant Controller	Jeromy Crocker	8728
	Accounting Specialist	Nicole Moss	8317
	Grants Accountant	Kim Cox	8318
	Accounts Payable Accountant	Jackie Quarles	8312
	Staff Accountant	Melanie Barrett	8320
	Staff Accountant	Chayse Crocker	8334
	Postal Clerk	Kayla Malone	8342
Purchasing:	Procurement Manager	Brian McKenna	8314
	Administrative Assistant	Michaela Rowland	8787

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