**Finance at a Glance**

**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 Supplies only - no food, travel, or tagable items (ex: iPad).
  (per month) 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 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.