

FINANCE AT A GLANCE

<u>Budgets:</u>	Transfers Monitoring	Check your budgets! Transfer funds as needed. In Banner go to FGIBDST or ... In PTC Pathway go to Finance, Budget Queries
<u>Limits on:</u>		
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 taggable items (ex: iPad). 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 Out-of-State Overnight Stay	Attach all receipts and training agenda to reimbursement request. Attach all receipts and training agenda to reimbursement request. Trip request must be approved <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.

<u>Finance:</u>	Vice President, Business and Finance	Paige Childs	8688
	Exec. Asst., VP for Bus. & Fin. /Credit Card Recons	Julie Banks	8434
	Controller	Wendy Hughes	8317
	Administrative Assistant	Aurielle Chappelle	8734
	Assistant Controller	Jeromy Crocker	8728
	Grants Accountant	Kim Cox	8318
	Accounts Payable Accountant	Alice Hahn	8312
	Staff Accountant	Melanie Cochran	8320
	Postal Clerk	Reginald King	8342
<u>Purchasing:</u>	Procurement Officer	Brian McKenna	8314
<u>Grants:</u>	Grants Administrator	Caroline Chappell	8742

**** 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.**