

# **BUSINESS OFFICE REMINDERS**

## **PCARDS**

PCard transactions must be reclassified monthly:

Cardholders must reclassify by the 10th of each month. Complete reclassification includes appropriate Banner Index, correct general ledger account code, comprehensive business description, and uploaded receipts. Approvers must approve their cardholders' transactions by the 15th of each month. Approver confirms that all transactions are legitimate and policy compliant and include Banner Index, correct general ledger account code, comprehensive business description, and uploaded receipts. If you have any questions regarding appropriate PCard usage or policy, please contact the Purchasing department.

## **TRAVEL**

With very limited exception, a Travel Authorization form must be completed, approved, and uploaded prior to booking travel. The documentation is required not only for our accounting practices and audit compliance, but also for Office of Public Safety and the Provost's visibility to the trips. When applicable, a list of students who will be travelling is to be included as an attachment to the uploaded Travel Authorization. The University's published travel policy is available on myCharger. Click the [Link](#) to learn more. Expense reports received by Accounts Payable without an uploaded Travel Authorization are subject to denial of reimbursement. If you have any questions regarding University-sponsored travel, please refer to the published policy on myCharger or contact the Purchasing department.

## **CATERING**

After a catering order has been placed with Sodexo, a Banner requisition must be issued with details and pricing for the event.

## **SIGNING CONTRACTS, QUOTES, AGREEMENTS, ETC.**

Any documentation (contract, agreement, quote, etc.) that requires a signature must be sent to the Business Office for review. Once reviewed, the Purchasing department will determine to what degree the agreement is to be escalated for signature.

## **ACCOUNTS PAYABLE**

The University pays its vendors via check or direct deposit, once a week (usually on Wednesday). Please plan accordingly.

## **DIGITAL PAYMENT PLATFORMS**

The University does not allow the use of online/digital payment platforms that have not been vetted by the Business Office. Any requests to utilize an online/digital payment platform should be directed to Heather Pognataro for review.

## **OFFICE SUPPLIES**

The University has an exclusive contract with WB Mason for office supplies. If you cannot find what you are looking for on WB Mason's website, please contact the Purchasing department.