

ADMINISTRATIVE TRAINING

FISCAL SERVICES is responsible for providing budgetary, accountancy, payroll, and purchasing services to the District. Each campus has a Business Services Office to assist with budget management.

District Office Fiscal Services: <http://www.sjeccd.edu/district-services/fiscal-services>

San Jose City College Business Services: <http://www.sjcc.edu/faculty-staff/administrative-services/business-services>

Evergreen Valley Business Services: <http://www.evc.edu/discover-evc/administrative-services/business-services>

The best reference document for the budgeting, accounting and purchasing process is a manual called NUTS AND BOLTS OF BUDGET, which provides an overview budgeting, account code explanations, purchasing and payment procedures and Ellucian/Datatel instructions. Please keep a copy of this master document at hand and make your own notes as needed.

BUDGET INFORMATION (collapse data)

Budget Planning and Reports: Budget documents and reports can be found on the District website at the following link: <http://www.sjeccd.edu/district-services/administrative-services/budget-planning-reports>

Budget Process

Nuts and Bolts of Budget is a comprehensive manual of Fiscal Services Policies and Procedures. Please become familiar with it, as it contains answers to most budget and expenditure questions.

Each year, starting in November, the budget process for the following fiscal year begins. See ***Budget Timeline Flowchart and Process***. Review campus websites for details regarding campus specific budgeting process.

SJCC Program Review Process: <http://www.sjcc.edu/faculty-staff/committees/program-review>

Budget Transfers

Budget adjustments, also known as Budget Transfers (BT) should only take place when there are insufficient budget funds to meet the needs of the program and there are excess funds in another account, or to align budget with program expenditure categories.

Review the *BT Process Handout* before submitting a Budget Transfer request using the *BT Template*.

PURCHASING INFORMATION (collapsing data)

Purchasing Policies and Procedures

District Purchasing Contacts and Information: <http://www.sjeccd.edu/district-services/fiscal-services/purchasing>

See *Purchasing Calendar* for timelines and due dates. (need 2014-2015)

Additional Resources are available in Outlook at PUBLIC FOLDERS: PURCHASING-WAREHOUSE.

Purchasing Highlights: (collapse data)

- **ALL PURCHASES MUST BE PRE-APPROVED** by the Department or Division authorized supervisor and Business Services Supervisor. Additional signatures may be required. See *Purchasing Approval Matrix*.
- **Verify that funds are available** in the account for which you are charging the purchase. (Use ACBL in Datel or keep a spreadsheet.) Submit a *Budget Transfer Form* to the Fiscal Services Department, if necessary.
- **Amounts under \$50** can be reimbursed via a Petty Cash Form (with receipts) through the Business Services Office. Forms can be obtained at the Business Services Office or Reprographics. (Division/Department Administrative Assistants may have them available.) If you are requesting a petty cash reimbursement, please ensure that you have all of the necessary signatures and that you are using the correct account number and object code.
- **Note: All food, travel, and trophies or awards** must be approved by the campus President or a Vice Chancellor. Note: if you are traveling for school business, please plan ahead by using check requests to pre-pay for lodging and conference registration.
- **Purchases from \$51 - \$1,000** may be submitted to the District Accounting Department (<http://www.sjeccd.edu/district-services/fiscal-services>) with a signed *District Request for Check* attached to the invoice.

NOTE: Goods and/or services should not be rendered without a Purchase Order (PO) or Blanket Purchase Order (BPO) issued by District Office Purchasing. A Requisition Number is not a PO# or BPO#.

- For purchases \$1,000 - \$10,000, enter a Purchase Requisition in Datatel. See *Datatel Purchasing System End-Users Manual* for instructions. Notify your next

authorizing supervisor to approve. When approved, the Purchasing Department will issue a Purchase Order (PO) to the vendor with a copy to the Requestor. See *Purchasing Approval Matrix* and *Updated Datatel Approval Hierarchy* for approval requirements.

- **When expecting multiple purchases from the same vendor**, enter a Blanket Purchase Requisition in Datatel for the maximum amount expected to be expensed for the year. When approved, the Purchasing Department will issue a Blanket Purchase Order (BPO) to the vendor with a copy to the Requestor. See *Purchasing Approval Matrix* for approval requirements.
- See *Purchasing Policy Quick Reference* for additional procedures.

Supplemental Forms and Information (collapse data)

Increasing a Blanket Purchase Order.

A Blanket Purchase Order should ideally be set up for the correct amount in the beginning, but if an increase is necessary, submit a *BPO Increase Form* via email to the Approvers and Purchasing Department. The Approvers then REPLY ALL with an “I approve this BPO increase” message, notifying the Purchasing Department of the approval for the increase.

New Vendor Set-up. Search in Datatel to find out if the vendor you want to use is already set up in Datatel (VENI). If not, obtain a *W-9* and *Business Enterprise Certification* and submit to the Purchasing Department.

You will find additional Forms, Policy, and Procedure information in the Outlook file: Public Folders/All Public Folders/Purchasing-Warehouse

TRAVEL POLICIES AND PROCEDURE (collapse data)

Read the *Travel Policy* carefully before submitting requests for travel. Travel Program Authorized Personnel may use the State Travel Program to schedule air travel. See Travel Program Authorized Lists for *San Jose City College*, *Evergreen Valley College*, or *SJECED District Office*.

Submit travel requests as early as possible, especially if you are requesting a Check Request for pre-payment of expenses. All travel must be pre-authorized by campus President or district Chancellor or Vice-Chancellor, using a *Conference Request Form*. Fill in the top portion of the Conference Request Form and attach the conference information, including the registration fee and program, which indicates dates and meals provided.

- **IF YOU ARE REQUESTING A CHECK FOR ADVANCED REGISTRATION OR LODGING, MAKE SURE THE CHECK REQUEST IS NOTED AND OBVIOUS, AS IT MUST GO TO THE ACCOUNTING DEPARTMENT, WHILE THE CONFERENCE REQUEST DOES NOT.**

- If the conference organization or hotel is a new vendor, you will need to obtain a W-9 and Business Enterprise Certification from the vendor to submit with the Request for Check.

After the Conference Request has been signed by authorized parties, it will be returned to you. After the conference, fill in the bottom portion COMPLETELY and attach receipts. Note whether you owe funds to the District or if you are due a reimbursement. Keep a copy for your records and submit for signatures and payment.

- Note: you must include ALL expenses, whether they were paid by you or by the District. If you arranged airline travel through the District travel agency, indicate that on the form as well.

Additional Resources:

- *Datatel Purchasing End-Users Manual*
- *Purchasing Admin Assistant Training*
- *Purchasing ICA Training*
- *Purchasing/Warehouse Manual*
- *Nuts and Bolts of Budget*
- *Transportation Services - Limos, Shuttles and Busses*
- *Accounting Systems Tutorials: <http://www.evc.edu/discover-evc/administrative-services/business-services>*

Forms (collapsing header)

Blanket Purchase Order Increase Form

Business Enterprise Certification (BEC)

Chart of Accounts Use the chart of accounts to identify expenditures in order for the Accounting Department to know which accounts to charge, to track your budget and remaining funds, and Datatel reporting. The *Cost Center Assignments* document is also helpful.

District Request for Check – Request is submitted with an invoice of less than \$1,000 that does not have an associated Purchase Order for Blanket Purchase Order. If it accompanies a Conference Request, make sure the Request for Check form is visible and obvious, as it will need to be forwarded to the Accounting Department separately from the Conference Request.

Hotel Tax Waiver – Present to hotel at registration to remove hotel tax charges from the hotel charges.

Independent Contractor Agreement (ICA) – Contracted speakers and consultants who will be onsite must fill out an ICA that specifies the Scope of Work and pricing structure. If this is a new vendor, he/she must submit a *W-9* and *Business Enterprise Certification* form (BEC). Enter a Purchase Requisition (or Blanket Purchase Requisition if the Scope of Work is variable) in Datatel and include the Requisition number on the ICA. College or District representative and Vendor must sign the ICA. Submit a copy of the signed ICA to the Purchasing Department.

Mileage Template – Fill out to be reimbursed for business-related car travel that is NOT connected to a Conference Request. Submit for mileage reimbursement monthly – DO NOT save up and submit all at once at the end of the fiscal year. Explain the purpose of the trip and attach an internet map that shows miles to destination.

Purchasing Approval Matrix

Purchasing Calendar

Purchasing Policy Quick Reference

Request For Conference Attendance – Fill out the top portion with attached documentation and submit for approval. After the conference, fill out the bottom portion and submit for reimbursement.

State Travel Program

Travel Authorized Lists – SJCC, EVC, WFI, DO

Updated Datatel Approval Hierarchy – Approval requirements for Purchase Orders and Blanket Purchase orders based on amounts and funding sources.

W-9

NOTE: EVC HAS TRAINING DOCUMENTATION ON THEIR WEBSITE – COULD WE ASK PERMISSION TO USE IT?