

ACCOUNTING DEPARTMENT PROCEDURES

Fiscal Yr. 2019

ACCOUNTS PAYABLE ACTIVITIES

Vendor Invoices:

- Vendor invoices should be submitted to the finance coordinator with a supervisor's signature approving the invoice with general ledger coding if known.
- Invoices should be submitted as soon as possible for cash planning purposes.
- Check requests should **NOT** accompany vendor invoices (a check request is used when there is no vendor invoice or for reimbursement purposes).
- Invoice payments are processed on Friday mornings.

Amazon Orders:

- RNO has an Amazon Prime account that is managed by the accounting department.
- To order materials from Amazon, complete an **Amazon Purchase Request Form**, which should be signed and approved by your supervisor.
- The person requesting the order should submit a completed form AND email the links of the requested items to the Finance Coordinator.
- Accounting will place the Amazon order and notify you once the package has arrived.

Check Requests:

- To request payment to be issued via check, you must complete a **Check Request Form**, which should be signed and approved by your supervisor.
- Check request forms are used to request employee reimbursements, student stipends, payments to vendors, or payments to non-employees for services rendered. **Any non-reimbursable payment to a current employee must be processed through payroll.**
- Completed forms must be submitted to the Finance Coordinator with supporting documents that verify the expense.
- Check requests should be submitted as soon as possible for cash planning purposes.
- Check requests are processed on Friday mornings.

Corporate Credit Card Purchases:

- Credit card statements are sent to credit card holders monthly by the accounting office with a deadline to return original receipts with a **Credit Card Expense Log**.
- A business purposes and general ledger coding should be noted in the description column for each receipt individually on the report.
- Any fraudulent activity must be reported immediately to the accounting office and Hancock Whitney by the cardholder. Call the number on the back of your card.

Travel advance:

- Travel advances are applicable to staff without corporate credit cards.
- For all out-of-town travel, the accounting office can issue a travel advance to you prior to your trip's departure. To submit a request, you must complete the **Travel Advance Request Form**, which should be signed and approved by your supervisor.
- Once approved, a check will be issued to you, and you will also receive a **Travel Expense Statement**, on which you will itemize the incurred expenses and attach corresponding receipts.
- This completed statement is to be returned to the Finance Coordinator upon your return with any remaining funds advanced.

ACCOUNTS RECEIVABLE ACTIVITIES

Collecting money:

- If you collect check or cash payments for any reason, a **Deposit Log** must be completed and turned in to the Finance Coordinator along with the payments.
- You must turn all collected funds into the accounting office within one business day of receipt. If you are responsible for collecting funds at an event that lasts multiple days, we ask that you turn in a deposit with a collection log for each day.

Requesting a change box:

- If you are in need of a change box for event collections, please submit an email request to the Finance Coordinator within three business days of the event of the starting cash amount needed. We do not keep cash on hand and will need advance time to prepare the box. All cash should be accounted for using the **Deposit Log**.

HUMAN RESOURCE ACTIVITIES

Wage verification requests:

- Wage verification request should be directed to the Director of Finance; allow three business days for the request to be processed.

Check stub requests:

- Beginning February 2019, employees will have access to check stubs in ADP if an email address has been provided to add to your account. Any employee in need of check stubs should submit the request to the Director of Finance; allow three business days for the request to be processed.

Personnel change requests:

- Employees should submit any address/ phone number changes to the Director of Finance as soon as possible to update the employees contact information on file.