EXPENDITURE AND CHECK REQUEST POLICY

Policy Id:
Bus.002 – Expenditure and Check Request

Contact:

Last Modified:
January 9, 2013
EXPENDITURE & CHECK REQUEST POLICY FOR THE USE OF AUXILIARY FUNDS

Expenditure Request Policy:

There should be no assumption of funding until the expenditure has been approved. Please allow a minimum of one week for the full review process.

Part 1: The Request:
The initiator should provide the following for submission to their supervising VP:

✓ Name, title, and amount of funds requested.

Indicate the Budget to be charged under the Vice President’s jurisdiction.

✓ An attachment which details the reason, description, and associated costs.

✓ For meetings, a list of attendees and their affiliation with CUNY or JJC including those not employed by CUNY of JJC but will participate in the meeting/conference/events.

Part 2: Supervising Vice President’s Review:
The Vice President or his/ her designee may:

✓ Indicate their Approval or Rejection.

✓ Indicate their reason for rejection if so noted.

✓ IF the expenditure is within the VP’s discretionary spending allocations, the VP or his/ her designee will simply sign, date, and return the form to the initiator. If approved, the initiator may proceed with the activity.

✓ IF it is determined that the expenditure should be charged to another Auxiliary allocation, the VP or his/ her designee will sign, date, and forward the form with supporting documents to the SVP for Finance and Administration’s review as the Auxiliary Services Corporation Board’s Vice-Chair.

Part 3: Board Vice-Chair/ VP for Finance and Administration’s Review:
The Board Vice-Chair/ VP for Finance and Administration will review all proposals beyond the discretionary spending allocation limit of a VP or a special request.

The Board Vice-Chair/ VP for Finance and Administration may:

✓ Indicate recommendation for Approval, then sign, date, and submit the form with supporting documents to the President.

✓ Indicate rejection with reasons and return to the submitting VP.

Part 4: Presidential Review:
The President may:

✓ Indicate approval or rejection.

✓ Indicate the reason for rejection.

✓ Sign, date, and return the form to the supervising VP through the Board Vice-Chair/ SVP for Finance and Administration. If approved, the supervising VP will inform the initiator that they may proceed with the activity.

Check Request Policy:
The Initiator of the Check Request(s) should:

a. Complete the pertinent portions of the Check Request(s), including contact information, and should identify the budget to be charged.

b. Attach original supporting documents, e.g., invoice, receiving report, receipt, memorandum of understanding, as well as the signed approved Expenditure Request Form.

c. Submit Check Request(s) to their supervising VP for review and approval/ signature [Check Request(s) without the supervising VP’s signature will be rejected].

d. Submit all Check Request(s) to the Board Vice-Chair/ SVP for Finance and Administration.

e. The Board Vice-Chair/ SVP for Finance and Administration will review and approve Check Requests.

**Note:** You should make copies of the Check Request and attachments before submitting for review. Approved Check Requests will be directed to the Accounting Office. The Accounting Office will verify the accuracy of the documents; contact the initiator/requestor if additional information is needed for processing. Once the check has been written, Accounting will contact the preparer/contact person for pick-up. If requested, the Accounting Office can mail the check to the vendor. Checks will not be forwarded via inter-office mail.