**finance at a glance**

**Budgets:** Transfers Check your budgets! Transfer funds as needed.

Monitoring In Banner go to FGIBDST or …

In PTC Pathway go to Finance, Budget Queries

**Limits on:**

Petty Cash <$50 May be reimbursed from Business office with approved receipt.

Credit Card <$2,500 Supplies only—no food or travel charges (no PO required)

(per month) Single transaction limit is $1,000.

Check Requests <$500 (Can be greater than $500 if for registration or membership dues)

Travel In-State Attach all receipts and training agenda to reimbursement request.

Out-of-State Attach all receipts and training agenda to reimbursement request.

Out-of-State trip request must be signed by the President before 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 Need 3 official Quotes

>$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.*

**Finance Staff:**

VP of Business and Finance Paige Childs 8688

Accounting/Budget Manager Wendy Hughes 8317

Grants Accountant Kim Cox 8318

GL Accountant/Bank Recons Janice Sibert 8734

Accounts Payable Accountant Gail Carruth 8312

Budget/Cost Accountant Brandon Nance 8728

Accounting Technician Ashley Boone 8735

**Purchasing:**

Procurement Officer Kevin Wells 8314

Postal Clerk Reginald King 8342

*\*\* Note: Food purchases are only allowed when at least 75% of participants are from outside organizations.*