

# FINANCE AT A GLANCE

<b>Budgets:</b>	Transfers Monitoring	Check your budgets! Transfer funds as needed. In Banner go to FGIBDST or ... In PTC Pathway go to Finance, Budget Queries
<b>Limits on:</b>		
Petty Cash	<\$50	Reimbursed in the Business office with approved receipts (excluding food).
Credit Card	<\$2,500 (per month)	Supplies only - no food, travel, or tagable items (ex: iPad). Single transaction limit is \$1,000, no PO required.
Check Requests	<\$500	(Can be greater than \$500 <u>if</u> for registration or membership dues)
Travel	In-State Out-of-State	Attach all receipts and training agenda to reimbursement request. Attach all receipts and training agenda to reimbursement request. Out-of-State trip request must be signed by the President <u>before</u> 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	Three written Quotes recommended
≥\$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
Admin Asst/Credit Card Recon	Jean Burbage	8434
Accounting/Budget Manager	Wendy Hughes	8317
Grants Accountant	Kim Cox	8318
GL Accountant/Bank Recons	Janice Sibert	8734
Accounts Payable Accountant	Gail Carruth	8312

## Purchasing:

Procurement Officer	Kevin Wells	8314
Postal Clerk	Reginald King	8342

**\*\* Note: Food purchases are only allowed when at least 75% of participants are non-PTC employees.  
Complete a check request for reimbursement and attach an attendance list.**