

**FRANCIS MARION UNIVERSITY  
ACCOUNTING OFFICE**

**POLICIES & PROCEDURES MANUAL**

**Revised Date:  
June 30, 2016**

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**PURCHASE ORDER DISBURSEMENT**

| <u>Responsibility</u> | <u>Action</u>   |
|-----------------------|---|
| Requestor             | Prepares requisition and forwards to Purchasing.  |
| Purchasing            | Originates purchase order and forwards copy to Accounts Payable.  |
| Central Receiving     | Verifies that the item is received and properly accounted for. Sends material to requestor.   |
| Requestor             | Verifies item, notes the receiving copy appropriately, attaches the packing slip if available, and forwards to Purchasing.  |
| Purchasing            | Forwards copy of receiving report, marked partial or complete, to Accounts Payable.   |
| Accounts Payable      | Receives invoice from vendor, verifies and matches with appropriate purchase order, receiving report and equipment form (if applicable). Checks vendor address, quantity and price of items, discounts, and tax for accuracy. Reviews invoice for shipping charges. Calculates tax on freight if invoice states FOB destination or if no shipping terms are indicated. (If terms state FOB shipping point origin, do not pay tax on freight.) Keys information for payment. |

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**STANDING ORDERS**

A standing order can be used for routinely paid vendor contracts where payments are equal and/or regular or varied and/or irregular.

Responsibility

Action

User

Prepares requisition with the option of the total amount to be encumbered for the established time period and forwards to Purchasing.

Purchasing

Originates purchase order with total amount encumbered and sends copy to Accounts Payable.

**EQUAL AND/OR REGULAR PAYMENTS**

Responsibility

Action

Accounts Payable

Receives invoice from vendor, verifies, matches with appropriate standing order, and emails user for approval to pay. Exceptions that require manual approval: attorney fees, Human Resources disbursements, and Telecommunications disbursements. Processes payment.

OR

User

Receives invoice, approves, and forwards to Accounting for payment.

Accounts Payable

Matches invoice with appropriate standing order and processes payment.



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**STANDING ORDERS (CONTINUED)**

**VARIED AND/OR IRREGULAR PAYMENTS**

Responsibility

Action

User

Notifies Accounts Payable with requisition when specific goods or services are requested or received.

Accounts Payable

Receives invoice, verifies, and processes payment.

OR

User

Receives invoice, approves, and forwards to Accounts Payable

Accounts Payable

Receives invoice, verifies, and processes check.

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**ORIGINAL INVOICE PROCEDURE**

Responsibility

Action

Accounts Payable

Date stamps Invoice and attaches it to outstanding purchase order. If no receiving report is attached, puts purchase order back into outstanding file. Informs Purchasing that a receiving report is needed. If there is no matching purchase order for the invoice, makes copy and send to Purchasing or appropriate department. Puts original into the outstanding invoice file with the date marked when copy was sent to the appropriate person.

Purchasing

Forwards copy of invoice to the appropriate department and requests that the appropriate paperwork be completed to generate a purchase order. Sends purchase order along with the receiving report to Accounts Payable with the copy of the invoice attached.

Accounts Payable

Receives purchase order and attaches original invoice to it. If receiving report is attached, processes invoice for payment. If a purchase order is not submitted within a week, sends copy with a reminder message to Purchasing.

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**CONTRACTS**

Responsibility

Action

Purchasing

Originates purchase order and forwards copy of same to Accounts Payable. (Receiving report should be attached along with a copy of the contract). For individuals on contract, fills out a payment to individuals form (see procedure for payment to individuals) and attaches it to the purchase order.

Accounts Payable

Pulls contract from pending file and processes for payment on the appropriate date prior to performance.

**INDEFINITE DELIVERY CONTRACT (IDC)**

Responsibility

Action

Facilities Management

Completes State Engineer form showing maximum amount of IDC. Each time invoice is issued by contractor, attaches it to a copy of SE form stating amount of that particular delivery. Records budget number, approves, and forwards to Accounts Payable.

Accounts Payable

Verifies invoice and amount to insure total payments do not exceed the maximum total of IDC. Processes payment.

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**ATTORNEY FEE PAYMENT**

| <u>Responsibility</u>     | <u>Action</u>  |
|---------------------------|--|
| Business Affairs          | Requests approval to retain counsel for a period from Attorney General's Office.   |
| Attorney General's Office | Approves request for maximum limit for stated period. Returns signed approval to the University.   |
| Business Affairs          | Fills out requisition to encumber funds under standing order. Forwards requisition to Purchasing.  |
| Purchasing                | Encumbers funds under existing purchase order or sets up a new one if contract period has elapsed. (Payment will be processed under existing purchase order according to date of service.) |
| Accounts Payable          | Attaches State Attorney form to invoice. Ensures that maximum amount is not exceeded and processes payment. (See standing order procedure.)  |

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**DISBURSEMENTS NOT ROUTED THROUGH CENTRAL PURCHASING**

Responsibility

Action

Library

Approves invoices, assigns purchase order number and appropriate cost code, and sends to Accounts Payable.

Accounts Payable

Verifies each invoice for accuracy of extensions, tax, and discounts. Assigns appropriate vendor number, approves, and processes for payment.

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**ENTERTAINMENT EXPENSE**

Responsibility

Action

Requestor

For Aramark events, completes the front and back of the Entertainment Expense form and forwards to Dining Services. For State procurement card, completes only the front of the form, attaches copies of receipts, signature of approval and forwards to purchasing. For vendor payments, completes only the front of the form, attaches invoice, and forwards to Accounts Payable. For personal reimbursement, fills out only the front of the form and forwards to Accounts Payable with receipts attached.

Dining Services

Processes request, attaches form to Aramark invoice, and forwards to Erika Cook.

Erika Cook

Reviews invoice, attaches completed requisition and forwards to Purchasing.

Purchasing

Keys requisition and forwards to Accounts Payable.

Accounts Payable

Verifies the correct expense code on the form and approval, as well as the attached paper work. Processes payment as usual.

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**TRAVEL DISBURSEMENT**

Responsibility

Action

Traveler

Completes the upper portion of the five-part travel form. Submits all five copies to Department Head or Supervisor for approval in advance of scheduled trip.

Department Head and/or Dean

Reviews reimbursement request for validity and limitations. Approves request and forwards to appropriate Vice President or Appropriate Approver.

OR

Disapproves reimbursement request and returns to traveler for adjustment.

Vice President or  
Appropriate Approver

Approves or disapproves reimbursement request and returns all copies to Department Head for adjustment.

Department Head or  
Vice President

Forwards gold copy to Accounts Payable if mode of travel is by airline or registration fee needs to be prepaid. Removes yellow copy for file.

Traveler

Forwards pink copy to Facilities Management if University vehicle is to be reserved. Retains white and green copies and completes upon return from trip, attaching valid receipts for every request except meals and taxi. (When a maximum amount is set which is less than the employee would receive, the reimbursement section of the form should be filled out in accordance with guidelines. If a maximum amount is involved, this figure should appear left of the total reimbursement request block).

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**TRAVEL DISBURSEMENT (Continued)**

Responsibility

Action

Appropriate Approver

Approves travel and forward to Accounts Payable.

Accounts Payable

Receives travel reimbursement request and carefully verifies the following:

1. Signed and approved by all appropriate individuals in accordance with internal procedure.
2. Compliance with University and State regulations listed on the following page.
3. Reimbursement request does not exceed approved limits and is mathematically accurate.
4. Funds are available in department budget.

Processes for payment.



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**TRAVEL DISBURSEMENT (Continued)**

**DIRECTED TEACHING**

Responsibility

Action

Traveler

Completes the upper portion of the five-part travel form. Submits form to Department Head for approval in advance of scheduled trip.

Department Head or Dean

Reviews travel request. Approves request and returns to traveler.

OR

Disapproves reimbursement request and returns to traveler for adjustment.

Traveler

Completes travel form upon return from trip.

Appropriate Approver

Approves reimbursement request and forwards to Accounts Payable.

Accounts Payable

Receives travel reimbursement request and carefully verifies the following:

1. Signed and approved by all appropriate individuals in accordance with internal procedure.
2. Complies with University and State regulations listed on the following page.
3. Reimbursement request does not exceed approved limits and is mathematically accurate.
4. Funds are available in department budget.

Approves and processes for payment.

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**TRAVEL ADVANCE**

Responsibility

Action

Traveler

Submits request for travel advance along with properly approved travel request to Accounts Payable.

Accounts Payable

Verifies that request for advance is correctly filled out and that the traveler is eligible for an advance (see rules for advance on following page).

Calculates appropriate amount of funds to be advanced, signs, and approves. Submits request for advance along with travel request to Director of Accounting.

Director of Accounting

Approves request and amount and returns to Accounts Payable.

OR

Disapproves request and notifies traveler.

Accountant – Cashiering Services

Fills out petty cash slip and has traveler sign slip.

Advances approved amount of cash to traveler and gives traveler yellow copy.

Attaches petty cash slip to white copy of request for travel advance and travel request and puts in cash drawer.

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**TRAVEL ADVANCE (Continued)**

Responsibility

Action

Traveler

Submits travel reimbursement request for the full amount of expenses allowable to Accounts Payable upon return from trip.

Accounts Payable

Generates check and writes "Travel Advance – Hold in Cashier's Office" on the travel request and the distribution printout to alert the check verifier to give the check to Accountant – Cashiering Services.

Accountant – Cashiering Services

Notifies traveler.

Traveler

Endorses check and reimburses Cashier's Office for advanced amount.

|                              |                                       |
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**REVOLVING CASH ADVANCE PROCEDURE  
FOR STUDENT GROUP TRAVEL**

Responsibility

Action

Faculty/Staff Advisor

***No later than two weeks prior to departure date:***

Completes the upper portion of the five-part travel request and forwards to the Provost or the appropriate Vice President for approval. The amount of money requested should follow the same state guidelines used for faculty and staff.

Completes a purchase requisition if lodging is not to be charged on personal credit card and forwards to Department Head for approval.

Upon approval from the Provost or appropriate Vice President, forwards gold copy of travel request, along with a list of students and faculty/staff members who will be traveling, to Accounts Payable and forwards pink copy of travel request to Facilities Management. Forwards purchase requisition to Purchasing.

***At least two days before departure date:***

Calls Accounts Payable to verify availability of check for cash advance for meals and to schedule a time to pick up funds. (Money will not be advanced before two days prior to departure date).

Calls Purchasing to confirm motel has been prepaid or company has agreed to bill the University.

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**REVOLVING CASH ADVANCE PROCEDURE  
FOR STUDENT GROUP TRAVEL (Continued)**

Responsibility

Action

Faculty/Staff Advisor

***Not more than two days prior to departure:***

Picks up check from Cashier's Office. (If Faculty/Staff Advisor of Student Group cannot personally pick up the check, they must consult with the Provost or appropriate Vice President and obtain written approval for a designee).

***During trip:***

Obtains itemized receipts for all money spent. (Credit card receipts are not acceptable.) Obtains signatures of those receiving meals and/or cash for meals. Ensures State and University guidelines are followed concerning meal amounts and times of arrival and departure.

***Within 1 week after return date:***

Completes bottom portion of travel request and forwards to Provost or appropriate Vice President for approval. Returns completed travel request to Accounts Payable and any money not spent to the Cashier's Office.

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**DUAL EMPLOYMENT TRAVEL**

Responsibility

Action

Requestor

Completes section I of the form including signing as the individual requesting the services and obtaining the appropriate Vice President signature.

Forwards the form to Human Resources.

Human Resources

Signs the form and obtains the signature of the President, if appropriate.

Forwards the form to the appropriate individual authorized to approve dual employment (Home Agency).

Requestor

Attaches approved copy of form from Human Resources to the travel request and forward to Accounts Payable.

Accounts Payable

Processes travel request in accordance with established State and University guidelines.

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**IN STATE / OUT OF STATE TRAVEL**

Responsibility

Action

Accounts Payable

Indicates on the Accounts Payable transactions listing all individuals paid.

Pull the check folders for these people to see if any of them are employees who are being reimbursed for travel. If so, does the following:

1. Records check number on the transaction listing.
2. If in state, records each transaction on the in state travel log categorizing each expense . If out of state, records each transaction on the out of state log categorizing each expense.
3. Prepares annual report required by Budget & Control Board.

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**FOREIGN TRAVEL**

Responsibility

Action

Accountant – Accounts Payable

Indicates on the Accounts Payable transactions listing all individuals paid.

Pulls the check folders for these people to see if any of them are employees who are being reimbursed for foreign travel. If so, does the following:

1. Records check number on the transaction listing.
2. Writes “foreign travel” by the employee’s name.
3. Makes a copy of the travel request to go in the file “Accounts Payable – Foreign Travel.”
4. Prepares annual report required by Budget and Control Board.

Vice President for Business Affairs

Requests copies of the foreign travel report to be submitted to Budget and Control at the end of the fiscal year.



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**PERSONAL MILEAGE**

Responsibility

Action

Accountant – Accounts Payable

Indicates on the Accounts Payable transaction listing all individuals paid.

Pulls the check folders for these people to see if any of them are employees who were reimbursed for personal mileage. If so, records the following information on the transaction listing and travel report log:

1. Check number
2. Number of miles driven
3. Amount of mileage reimbursement

Reports total amount of mileage paid to employees to the Facilities Management at the end of the fiscal year.

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**DRIGGS AND KA PSI LOANS**

| <u>Responsibility</u>       | <u>Action</u>  |
|-----------------------------|--|
| Financial Assistance        | Assures loan is for emergency situation.   |
| Accounts Receivable Manager | Verifies that student has no bad checks and no outstanding loans, or a history of delinquent loans.            |
| Financial Assistance        | Approves and sends copy to Accounts Payable with loan fund assigned.   |
|                             | OR   |
| Accounts Payable            | Disapproves and notifies students.   |
|                             | Assigns account charge code and processes check. Marks check to be held for pick up.                           |
| Borrower                    | Signs form in Financial Assistance and takes white copy of form to Cashier's Office in order to pick up check. |
| Cashier                     | Gives borrower check and forwards white copy of form to Accounts Receivable Manager.                           |

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**LT. RICK GOULD LOAN**

| <u>Responsibility</u>       | <u>Action</u>  |
|-----------------------------|--|
| Financial Assistance        | Completes form and sends to Accounting.  |
| Accounts Receivable Manager | Verifies that student has no bad checks and no outstanding loans.  |
| Financial Assistance        | Approves and sends copy to Accounts Payable.   |
| Accounts Payable            | Assigns account charge code and processes check. Marks check to be held for pick up.                           |
| Borrower                    | Signs form in Financial Assistance and takes white copy of form to Cashier's Office in order to pick up check. |
| Cashier                     | Gives borrower check and forwards white copy of form to Accounts Receivable Manager.                           |

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**DISBURSEMENT AUTHORIZATION FORM (DAF)**

A Disbursement Authorization Form (DAF) may not be used for reimbursements for travel, the purchase of goods or services, or the payment of people. A DAF should be used only when a disbursement is required and no other procedure is appropriate. Correct usage includes request for a refund to a donor or participant, request for reimbursement for business calls made from a personal telephone, or payment from an agency fund (9 fund).

Responsibility

Action

Requestor

Completes top portion of form, signs, dates, and attaches receipt if applicable. Forwards to Department Head for approval.

Department Head and/or Dean

Approves form and forwards to appropriate Vice President for approval.

Vice President / Appropriate Approver

Approves form and forwards to Accounts Payable for payment.

Accounts Payable

Verifies form for accuracy and proper approval; enters into accounting system for payment.

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**PAYMENT TO INDIVIDUALS FORM**

| <u>Responsibility</u>       | <u>Action</u>  |
|-----------------------------|--|
| Requestor                   | Completes form and forwards to Department Head.  |
| Department Head and/or Dean | Approves and forwards to Human Resources.  |
|                             | OR   |
|                             | Disapproves and returns to Requestor.  |
| Human Resources             | Approves and forwards to payroll if dual employment exists or approves and forwards to Purchasing.           |
| Payroll                     | Processes check through payroll system.  |
| Purchasing                  | Determines if form is in compliance with procurement code. Encumbers money and forwards to Accounts Payable. |
| Accounts Payable            | Processes check through Operating Account.   |

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**CONSTRUCTION PAYMENT FORM**

Responsibility

Action

Facilities Management

Sends application and certificate for payment of construction with appropriate approval and correct cost code to accounts payable.

Accounts Payable

Processes for payment.

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**MANUAL CHECKS**

Responsibility

Action

Department Head or Dean

Sends memo to Accounting of a need to manually type a check prior to the next Accounts Payable run and gives explanation.

Vice President for Business Affairs or  
Assistant Vice President for Accounting

Approves and returns document for manual check to Accounts Payable to process.

OR

Disapproves and contacts Department Head explaining why payment may not be made early.

Accounts Payable

Verifies documentation for accuracy and compliance with regulations. Process manual Check.

Check Distributor

Verifies check for accuracy and mails or holds for appropriate individual.

Accounts Payable

Maintains documentation in work up for Accounts Payable. Keys in Accounts Payable system as a Prepay .

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**W 9 FORM PROCEDURE**

Responsibility

Action

Purchasing or  
Accounts Payable

Obtains a complete W9 form from a vendor who is not one of the following:

Individual, state agency, federal agency, international vendor, or the vendor name shows evidence of corporation (Incorporation or Corporation, but not Company. This must be done before the vendor can be set up. Purchasing will be responsible for getting the W9 if it is a purchase going through their office. In all other cases, Accounting is responsible for getting the W9.)

Vendor

Completes the form and returns it to Purchasing or Accounts Payable.

Purchasing or  
Accounts Payable

Receives the W-9, fills out the form to set up the vendor. Flags for 1099 if vendor indicates it is a partnership. Attaches W-9 to vendor form.



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**W 9 FORM PROCEDURE (Continued)**

Responsibility

Action

Director of Accounting Services

Generates (\$600.00) 1099s at the end of the year in the following situations:

A. The vendor is either:

1. A partnership with a FEIN and has been flagged for a 1099.

OR

2. An individual or sole proprietor with a social security number.

AND

B. The payment is coded to one of the object codes listed below.

Object Codes for 1099s:

E1770, E3400-E3999, E8140, E8180, E8200,  
E8300, E8460, E8540, E8560, E8580, E8620,  
E8660, E8720

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| <p style="text-align: center;"><b>1099's</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td>Purchasing</td> <td>Sends over disbursement request containing contractual service codes that flag for 1099. <br/>**(See list of codes below).</td> </tr> <tr> <td>Accounts Payable</td> <td>Keys disbursement request on Accounts Payable system. Processes check with 1099 flag.</td> </tr> <tr> <td>Purchasing</td> <td>Receives on a monthly basis, 1099 printout, verifies and marks the names on the list for which purchasing has obtained a payment to individuals form. Forwards this printout to Accounting.</td> </tr> <tr> <td>Accountant - Financial Reporting</td> <td> <p>Pulls the check folders for the names on the list which are not highlighted by purchasing, and verifies that those vendors should receive 1099's for services provided for the calendar year by:</p> <ol style="list-style-type: none"> <li>1. Confirming that any vendors with Federal Employer Identification Number's are partnerships, not corporation.</li> <li>2. Confirming that a contractual service was provided, not merchandise.</li> <li>3. Confirming that an employer-employee relationship does not exist.</li> </ol> <p>Ensures errors are corrected.</p> <p>Object Codes for 1099s:</p> <p>E1770,E3400-E3999, E8140, E8180, E8200, E8300, E8460, E8540, E8560, E8580, E8620, E8660, E8720</p> </td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Purchasing | Sends over disbursement request containing contractual service codes that flag for 1099.<br>**(See list of codes below). | Accounts Payable | Keys disbursement request on Accounts Payable system. Processes check with 1099 flag. | Purchasing | Receives on a monthly basis, 1099 printout, verifies and marks the names on the list for which purchasing has obtained a payment to individuals form. Forwards this printout to Accounting. | Accountant - Financial Reporting | <p>Pulls the check folders for the names on the list which are not highlighted by purchasing, and verifies that those vendors should receive 1099's for services provided for the calendar year by:</p> <ol style="list-style-type: none"> <li>1. Confirming that any vendors with Federal Employer Identification Number's are partnerships, not corporation.</li> <li>2. Confirming that a contractual service was provided, not merchandise.</li> <li>3. Confirming that an employer-employee relationship does not exist.</li> </ol> <p>Ensures errors are corrected.</p> <p>Object Codes for 1099s:</p> <p>E1770,E3400-E3999, E8140, E8180, E8200, E8300, E8460, E8540, E8560, E8580, E8620, E8660, E8720</p> |
| <u>Responsibility</u>  | <u>Action</u>  |                       |               |            |  |                  |   |            |   |                                  |  |
| Purchasing   | Sends over disbursement request containing contractual service codes that flag for 1099.<br>**(See list of codes below).   |                       |               |            |  |                  |   |            |   |                                  |  |
| Accounts Payable   | Keys disbursement request on Accounts Payable system. Processes check with 1099 flag.  |                       |               |            |  |                  |   |            |   |                                  |  |
| Purchasing   | Receives on a monthly basis, 1099 printout, verifies and marks the names on the list for which purchasing has obtained a payment to individuals form. Forwards this printout to Accounting.  |                       |               |            |  |                  |   |            |   |                                  |  |
| Accountant - Financial Reporting   | <p>Pulls the check folders for the names on the list which are not highlighted by purchasing, and verifies that those vendors should receive 1099's for services provided for the calendar year by:</p> <ol style="list-style-type: none"> <li>1. Confirming that any vendors with Federal Employer Identification Number's are partnerships, not corporation.</li> <li>2. Confirming that a contractual service was provided, not merchandise.</li> <li>3. Confirming that an employer-employee relationship does not exist.</li> </ol> <p>Ensures errors are corrected.</p> <p>Object Codes for 1099s:</p> <p>E1770,E3400-E3999, E8140, E8180, E8200, E8300, E8460, E8540, E8560, E8580, E8620, E8660, E8720</p> |                       |               |            |  |                  |   |            |   |                                  |  |

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**YEARLY W-2 PRINTOUT**

Responsibility

Action

Accountant – Accounts Payable

Indicates on the Accounts Payable transaction listing all individuals paid.

After each A/P run, pulls the check folders for these people to see if any of them are employees who fall into one of the following categories:

1. Receiving reimbursement for meals on a one day trip.
2. Receiving reimbursement for other working condition fringes not specifically excluded as a business expense under the Internal Revenue Code.
3. Checks to see if the payment is flagged with a “W” by his/her name.

Requests adjustments needed for W-2's for appropriate employees who were not flagged. Records the adjustment on the transaction listing. Submit request to Accountant – Cash Manager.

Accountant – Cash Manager

Processes adjustment for W-2 flag.

Accountant – Accounts Payable

Compares the transaction listing for the year to the yearly W-2 printout to insure that the appropriate people appear on the W-2 printout.

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**INSUFFICIENT BUDGET NOTICE**

Responsibility

Action

Accounts Payable

Sends notice to person in charge of budget to notify them of payment that cannot be processed because their budget is insufficient.

Vice President or  
Approved Representative

Initiates a budget transfer to cover the expenses.

Accounts Payable

Continues trying to process the payment. Keeps notifying the person until a transfer is made.

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**DISBURSEMENT CLARIFICATION FORM**

Responsibility

Action

Accounts Payable

Sends notice to appropriate person to make changes to paperwork.

Individual

Makes changes and sends paperwork back to Accounts Payable.

Accounts Payable

Verifies changes and processes the payment.

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**POLICY FOR REIMBURSEMENT FOR PERSONAL CONSUMPTION  
ITEMS AT EMPLOYEE'S OFFICIAL HEADQUARTERS**

**Policy – Reimbursements and payments for personal consumption items shall be allowable by the following policies.** Allowable expenditures by University personnel for these activities must be reasonable. Such expenditures shall be fully disclosed to the public except for names of donors and prospective donors.

**Reimbursements and payments of food expenses from Unrestricted Educational and General.**

The following University functions for food expenses may be incurred from Educational and General Funds:

1. Commencements.
2. University orientation activities.
3. Recognition of students as authorized by the President.
4. One event for each Honors and University Life class in accordance with the policy authorized by the President.
5. Student group events as authorized by the Student Government Association and approved by the President and/or appropriate Vice President.
6. Programming Board events that promote the general welfare of the majority of the students.
7. Recruitment of students as authorized by the President.
8. President authorized employee orientation, training and recognition functions.
9. Board of Trustees/Board of Trustees Committee meetings.
10. Direct costs relating to the operation, functioning, and promotion of Continuing Education programs and conferences.
11. Search committees as authorized by Vice Presidents or higher authority.
12. Official Presidential entertainment.

The following rules and conditions apply:

Functions must be catered with the exceptions of numbers 10, 11, and 12. Functions held on campus must utilize the University Dining Services except for functions self-catered off campus with a total cost less than \$250. Functions not held on campus must be procured in accordance with the South Carolina Procurement Code. Catered is defined as a predetermined menu for all participants at a function or meeting.

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**POLICY FOR REIMBURSEMENT FOR PERSONAL CONSUMPTION  
ITEMS AT EMPLOYEE'S OFFICIAL HEADQUARTERS**

**Reimbursement for payment of food expenses from Designated Funds, Student Activity Funds, Athletic Funds, and Private Funds.**

The following University activities for food expenses may be incurred from Designated Funds, Student Activity Funds, Athletic Funds, and Private Funds:

1. Student Activities.
2. Athletic Activities.
3. Entertainment or recognition of prospective donors or donors.
4. Business meetings with non-university personnel.
5. Business meetings with other departmental personnel.
6. Catered employee recognition and special occasion functions.
7. Catered staff meetings.
8. Per diem expenditures in excess of State Travel Regulations as approved by Vice Presidents or higher authority. Expenditures must be approved by a higher authority than the

**Reimbursement for payment of foods expenses from Restricted Funds shall be in compliance with award specifications.**

**Procedure – Requests for reimbursement should be submitted on a Requisition or Travel Request (TR) and must include an exact description of the purpose of the expenditure and those persons in attendance except for donors and prospective donors.**

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**RECRUITING EXPENSES**

Prospective University employees may be reimbursed for travel expenses incurred in connection with their trip to campus. They must adhere to State and University travel procedures and have the Vice President for Administration's approval. An employee may accompany and receive reimbursement for lunch or dinner with a prospective faculty recruit, with approval of the appropriate Vice President. University employees would be reimbursed from other funds in accordance with internal travel guides

We are allowed to contract for lodging only – not meals and incidentals. We cannot pay motels for those charges if included on invoices. The individual traveler can be reimbursed on a travel request for meals and incidentals within the limitations applicable to state employees. Lodging will be contracted for on a purchase order. We will continue to contract for group meals. We will contract with non-local motels only for groups or an individual where THE need to stay out of Florence is documented.

Recruiting for non-faculty employees is charged to the appropriate program. Other guests would be coded with the appropriate department code.

If the President is hosting or is in attendance, the amount over the state allowance should be charged to FMU Funds.

Travel Expenses:

Instructions-General Academics- to be used to record recruiting expenses for faculty positions only:

- |                               |                  |
|-------------------------------|------------------|
| 1. Non State Employee Travel  | 1-081-E3300-0000 |
| 2. Travel – Regular           | 1-081-E3100-0000 |
| 3. Other Contractual Services | 1-081-E3800-0000 |

1. Records expenses for which a non-state employee is reimbursed using a travel request form.
2. Records expenses for which a state employee is reimbursed using a travel request form.
3. Records expenses for lodging where the vendor is paid directly (Holiday Inn standing Purchase Order) or any requisitions issued.



**FRANCIS MARION UNIVERSITY  
ACCOUNTING OFFICE**

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**RECRUITING EXPENSES (Continued)**

Meals:

On campus payment to Dining Services:

|                          |                  |
|--------------------------|------------------|
| Host                     | 1-081-E3841-0000 |
| Guest non-state employee | 1-081-E3842-0000 |
| state employee           | 1-081-E3842-0000 |

Off campus payment to restaurant vendor:

1-081-E3842-0000

To pay over the state allowance for meals, use:

|             |                  |
|-------------|------------------|
| Faculty     | 3-081-E3842-3055 |
| Non-faculty | 3-515-E3842-3055 |

Off campus meal expense to be reimbursed to the host:

|                          |                  |
|--------------------------|------------------|
| Host                     | 1-081-E3842-0000 |
| Guest non-state employee | 1-081-E3842-0000 |
| state employee           | 1-081-E3842-0000 |

To reimburse host for over on state allowance for meals, use:

|               |                  |
|---------------|------------------|
| Host faculty  | 3-081-E3842-3055 |
| non-faculty   | 3-515-E3842-3055 |
| Guest faculty | 3-081-E3842-3055 |
| non-faculty   | 3-515-E3842-3055 |

Expenditures in FMU Funds (3055) require the President's and Vice President for Business Affairs approval.

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**MOVING EXPENSES**

Responsibility

Action

Requestor

Sends a requisition requesting reimbursement for moving expenses with appropriate approval and attached receipts to Purchasing.

Purchasing

Encumbers amount into the system and forwards to Accounts Payable.

Accounts Payable

Keys into the system to process check and flags payment with "M" to generate end of year reporting for other funds paid to employees.

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**DISTRIBUTION OF GIFTS / FLOWERS**

University employees donate to the Flower Fund Committee. Funds are administered by the University in its Agency Fund account (L7135). The Attorney General's Office has interpreted the General Appropriation Act to prohibit a State Agency from buying a gift, flowers, giving a party, or any other similar item for any state employee or family member using state, federal, or other monies deposited with the State Treasurer. It also prohibits purchase of gifts for board, committee or commission members and their family members. State agencies must be allowed to spend state funds on employee plaques, certificates, and other events of recognition to reward innovations or improvements by individual employees or employee teams that enhance the quality of work or productivity or as a part of employee development programs of their agency or institution.

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**CHECK VERIFICATION**

Responsibility

Action

Accounts Payable

Runs checks (for purchase orders and Disbursement Authorization Forms). Gives checks to Verifier.

Verifier

Compares imprinted checks with check transaction and invoices to determine that check amount is same as the total amount on check transaction and invoice(s) for each vendor.

Insures that name and address on the check is the same as remittance address on invoice(s).

After verifying all information, Verifier either :

Stamps "Date and Payment Verified" on invoice(s), initials, and puts supporting documentation in appropriate check folder if all information is correct. Returns check folder to Accounts Payable to be filed.

OR

Returns checks with errors to Accounts Payable to be corrected. Verifies that errors have been corrected.

Attaches a copy of the invoice to the check if one is stapled to the back of the supporting documentation. Mails checks out the day of Accounts Payable or not later than 12:00 p.m. the next day unless other instructions are attached.

Accountant – Accounts Payable

Files check folders.

**FRANCIS MARION UNIVERSITY  
ACCOUNTING OFFICE**

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**ACCOUNTS PAYABLE DATES**

Responsibility

Action

Accounts Payable

Sends memo of Accounts Payable dates (usually each Monday and Thursday) and closeout dates to Director of Accounting Services for approval. (Exceptions to the schedule occur during year-end, holidays, and registration periods.)

Director of Accounting Services

Approves dates and returns memo to Accountant – Accounts Payable.

Accountant – Accounts Payable

Sends memo to the following personnel:

1. Vice President for Business Affairs
2. Vice President for Administration
3. Director of Financial Assistance
4. Director of Community Relations
5. Senior Library Technical Assistant
6. Director of Purchasing
7. Sr. Administrative Associate – Information
8. Manager of Information Resource and
9. Assistant Vice President for Finance and
10. Director of Facilities Management
11. Director of Information Resource Management
12. Dining Services

**FRANCIS MARION UNIVERSITY  
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**UPDATING PURCHASE ORDER FILE**

Responsibility

Action

Accounts Payable

Sends to purchasing a list of all purchase orders which have an invoice attached but no receiving report in the outstanding purchase order file weekly. Highlights those that are over thirty days.

Purchasing

Checks weekly on these purchase orders to see if items have been received and if so, forwards a copy of receiving report to Accounts Payable for payment.

Accounts Payable

Calls on all vendors for which there is a purchase order and receiving report in the outstanding purchase order file and requests an invoice be sent.

Vendor

Sends invoice so that payment may be processed or explains why one has not been sent.

**FRANCIS MARION UNIVERSITY  
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**VENDOR MAINTENANCE**

Responsibility

Action

Purchasing and  
Accounts Payable

Sets up new vendor addresses and makes changes by completing a vendor approval form. (All vendors must have a federal identification number, social security number, state agency number, or international number. Vendors with a federal identification number must be on a W-9 form if it is not a corporation.)

Accounts Payable

Assigns vendor number and submits to Accountant – Federal Perkins Loan Officer for approval.

Accountant – Federal Perkins Loan Officer

Reviews for legitimacy, vendor #, federal ID #, address, etc. Keys vendor, signs forms and returns to Accounts Payable.

Accounts Payable

Runs a listing of new vendors and labels for new and changed vendors. Uses vendor form to verify labels for accuracy.

All vendor codes have an alpha code as following:

S – Social Security Number

V – Vendor

FEIN – Federal Employer Identification Number

I – International number

|   |                                       |
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**VAULT**

Entering the combination opens the vault door. Within the vault is a security gate that cannot be opened unless authorized personnel enter a combination on the keypad. Within the vault are safes and locker that are combination locks. No unauthorized person is allowed in vault unless there is an authorized person present. The main vault door remains opened during working hours with the security gate locked at all times. If there is a power outage or authorized personnel are not in the area for extended time periods during business hours, the main vault door would be locked.

The vault can be accessed by five people:

- Accountant – Cashiering Services
- Accountant – Student Receivables
- Accounts Receivable Manager
- Director of Financial Services & Student Accounts
- Assistant Vice President for Accounting

Responsibility

Action

Accountant – Cashiering Services

Opens vault each morning. Unlocks money vaults.  
Places cash drawers at stations.

At the end of the day, secures all checks, cash, and papers within the vault and locks all vaults.

Director of Financial Services & Student Accounts

Changes the combinations as personnel changes are made.



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**VAULT CONTENTS**

**TELLER LOCKERS**

**CONTENTS:**

**RELEASED TO:**

313 Radio License, Master Security user ID & password for Academic Computing IBM System 36, trademarks for seal & rotunda symbol, certificate of registration for each trademark.

Accountant-Cash Manager, Accountant-Financial Reporting, Director of Accounting Services, or AVP for Accounting

Federal Funds Access Code

Computer Center Security Codes

Director of Academic Computing Services

314 Rental Cards

Accountant- Cashiering Services, Accountant- Student Receivables, Accounts Receivable Manager, or Director of Financial Services and Student Accounts

315

Currently not assigned

316 Spare funded cash drawer insert

Accountant- Cashiering Services, Accountant- Student Receivables, or Accounts Receivable Manager

320 Deeds and other papers

Vice President of Business Affairs

321 Checkbooks for Foundation, FMU bag 2, Certificate of Deposit for 25k- NESAFoundation, Erika Cook Envelope, BB&T CD for 500k- FMU Foundation

VP for Development/ Executive Director of FMU Foundation

|   |                                       |
|---|---------------------------------------|
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**VAULT CONTENTS** (continued)

**LARGE LOCKERS UNDER TELLER LOCKERS**

**CONTENTS:**

**RELEASED TO:**

Left Perkins skip tracing box

Accountant- Perkins Loan Officer,  
Accountant- AP, Director of  
Accounting Services

Right Locked Foundation Box

Director of Community Relations or  
VP for Development/ Executive  
Director of FMU Foundation

Top Money Boxes

Number stamps for registration

Accountant- Student Receivables,  
Director of Financial Services and  
Student Accounts, or Director of  
Accounting Services

Bottom Signature Box

Director of Financial Services and  
Student Accounts, Director of  
Accounting Services, or AVP for  
Accounting

Locked Development bag

Administrative Assoc.- Community  
Relations, Director of Alumni Affairs,  
or Director of Community Relations

Blank Checks

Accounts Receivable Manager or  
Director of Financial Services and  
Student Accounts for change  
checks

|   |                                       |
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**VAULT CONTENTS (continued)**

**MONEY SAFE**

**CONTENTS:**

**RELEASED TO:**

Petty cash, deposits, & receipts

Accountant- Cashiering Services, Accountant-  
Student Receivables, Accounts Receivable Manager,  
or Director of Financial Services & student accounts

Payments not receipted/ AP Checks

Accountant- Cashiering Services, Accountant-  
Student Receivables, Accountant- Perkins Loan  
Officer, or Accountant- Financial Reporting

Change checks and payroll checks

Accountant- Cashiering Services, Accountant-  
Student Receivables, Accounts Receivable Manager,  
or Director of Financial Services and Student  
Accounts

**INSIDE OF VAULT BUT NOT IN A LOCKER**

**CONTENTS:**

**RELEASED TO:**

Locked Library deposit bag

Circulation Manager or Senior Library Technical Asst.

|   |                                       |
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**PETTY CASH**

**Responsibility**

**Action**

Accountant – Cashiering Services

Removes cash drawers from the vault and places them in cashiering area each morning. Replenishes drawers each day with a limited amount of cash

Counts the drawers daily. Handles transactions from the cash drawer by giving change, cashing checks, and reimbursing money for losses in vending machines

Accountant – Federal Perkins Loan Officer

Audits petty cash weekly to verify the accuracy of the money and transactions on a daily basis and the total amount of cash contained in the Cashier's Office

**TEAM TRAVEL ADVANCE**

**Responsibility**

**Action**

Coach

Fills out the top portion of travel request including the coach's name, date, place to visit, budget number (3000-T5035-3120), ss#, depart/return date, purpose of trip, method of travel, Team Advance Amount, and their signature. Gives travel request to the Athletic Director

Athletic Director

Approves the Team Travel Advance amount

Athletic Director or Athletic Secretary

Takes the travel request to Accounting for Accounts Payable to process. Request should be in the Accounting Office two weeks in advance to the game date.

|   |                                       |
|---|---------------------------------------|
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### PROCESS OF TEAM TRAVEL ADVANCE TRAVEL REQUEST

| <u>Responsibility</u>                     | <u>Action</u>   |
|---|---|
| Accounts Payable                          | Processes the travel request on the following Monday or Thursday AP run. Takes checks that are processed to the Accountant- Perkins Loan Officer. |
| Accountant – Federal Perkins Loan Officer | Verifies the checks and puts them in the RED BINDER in the Cashier's office to be picked up by the Athletic Director or Secretary.                |
| Athletic Director or Athletic Secretary   | Verifies the trip number and amount. If both are correct, signs them out in the RED BINDER log book kept by Accountant- Cashiering Services.      |

### DISTRIBUTION OF TEAM TRAVEL ADVANCE TRAVEL REQUEST

| <u>Responsibility</u>                   | <u>Action</u>  |
|---|--|
| Athletic Director or Athletic Secretary | Distributes check to the coach.                            |
| Coach                                   | Signs check out on records kept by the Athletic Secretary. |

### REIMBURSEMENT OF THE TEAM TRAVEL

| <u>Responsibility</u> | <u>Action</u>  |
|-----------------------|--|
| Coach                 | Alters the top portion of the travel request by changing the name to "Murray Hartzler Team Travel" and the budget number to the appropriate department. Fills out the bottom part of the travel request. Makes sure the signatures of the players and any necessary receipts are attached. Signs that bottom left then gives request to Athletic Director. |

|   |                                       |
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**REIMBURSEMENT OF THE TEAM TRAVEL (continued)**

**Responsibility**

**Action**

Athletic Director

Approves the reimbursement portion of the travel request.

Athletic Director or Athletic Secretary

Takes the reimbursement request to Accounts Payable as soon as possible for processing.

**PROCESS OF REIMBURSEMENT OF THE TEAM TRAVEL**

**Responsibility**

**Action**

Accounts Payable

Processes checks on the next AP run. Gives checks to the Accountant-Perkins Loan Officer to be verified.

Accountant – Federal Perkins Loan Officer

Verifies the checks and puts them in the RED BINDER in the Cashier's office to be picked up by the Athletic Director or Secretary.

Athletic Director or Athletic Secretary

Verifies the trip number and amount. If both are correct, signs them out in the RED BINDER log book key by Accountant- Cashiering Services.

Accountant – Cashiering Services

Receipts the money back into the Swamp Fox Supplemental Fund account (3-000-T5035-3120). (Menu item #2 Nonstudent Cash/Rev, code 120 Athletic Dept.) Endorses check with signature stamp (Murray Hartzler) in the vault.

|   |                                       |
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**REIMBURSEMENT OF THE TEAM TRAVEL (continued)**

**Responsibility**

**Action**

|   |  |
|---|--|
| Coach                                   | Gives any money left over from the trip to the Athletic Secretary.   |
| Athletic Director or Athletic Secretary | Gives the Coach a receipt to verify that the money was returned. Returns excess money to Cashier's Office.                                     |
| Accountant – Cashiering Services        | Verifies the amount of money with the receipts, and returns excess money back into the Swamp Fox Supplemental Fund account (3-000-T5035-3120). |

|   |                                       |
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**DEPOSIT**

**Responsibility**

Accountant – Cashiering Services

**Action**

Prepares deposit of previous days receipts on a daily basis by 12 noon. Verifies cash and checks by comparing the corresponding receipts. Reconciles the total of cash, checks, credit card transactions, EFT's, and DD's to grand total of the daily Fenerl Ledger Receipts Report.

Verifies receipt numbers to insure none are missing. Locates any missing receipts. Separates receipts by cash/checks and credit cards. Runs a calculator tape to verify that the total receipts equals the receipt printout cash column. Runs tape to verify that the host total amount equals the total amount of all the credit card station receipts. Balances credit card transactions to the host totals for the day. Combines cash/check receipts and credit card receipts.

Runs two calculator tapes for all checks not scanned that are to be included in the deposit. Attaches one tape to the GL report and places the other with the checks. Completes three deposit tickets. Attaches two to the cash and checks and one ticket to the daily report. (All deposits are kept intact and are not exchanged for cash in the vault).

Pay to the order of  
Wells Fargo Bank, N.A.  
For Deposit Only  
Francis Marion University  
Deposit Sweep Account  
(456356841)



|   |                                       |
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**DEPOSIT (continued)**

**Responsibility**

**Action**

Accountant – Cashiering Services

Scans checks for remote deposit. See user guide.

Once deposit has been perfected, prints deposit report and it to Accountant- Student Receivables. Puts checks in bin on top of cash vault with previous checks that were deposited via remote deposit. Saves deposit images for the day to the : "T" drive/Remote Deposit folder. See Reports in Remote Deposit Users' Guide. Occasionally, a deposit is not run through remote deposit on the same day it is balanced. These checks should be clearly marked, "Not run through Remote Deposit, " and placed in the vault on top of the cash. If the checks are not run, the Director of Financial Services and Accountant - Student Receivables should be notified that the checks have yet to be run through Remote Deposit.

Keys the deposit data onto the cash spreadsheet daily

Notifies Director of Financial Services and Student Accounts immediately in a emergency prevents completion of the deposit by 12 noon.

Deposits are taken to the bank as needed.

|   |                                       |
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**DEPOSIT (continued)**

**Responsibility**

Accountant – Cashiering Services

**Action**

Sends checks and large bills in petty cash box to the bank to exchange for cash at least once a week. Runs calculator tape. Determines what denominations of money are needed in petty cash, completes petty cash form. Faxes form to bank. Scans checks using the account number 4563568641. Completes bank deposit slip for cash and checks that cannot be scanned. Places cash deposit in bank bag. Staples/bands scanned checks and places them in holding box, destroys after 90 days.

Notifies Campus Police when a deposit needs to be taken to the bank. Cashier and CP Office deliver deposits to bank and pick up any change orders.

At Wells Fargo Bank: Cashier places deposit bags in night deposit box. Bank mails deposit ticket to FMU. Processes petty cash request and place cash in FMU's bag.

Gives deposit ticket or deposit detail report from bank web site to Accountant- Student Receivables.

Accountant – Student Receivables

Verifies the teller date stamp as date bank received deposit and that copies were returned for all deposits sent the previous day. Compares deposit ticket to general ledger daily receipt total and initials deposit ticket. Indicates on the cash spreadsheet that the deposit ticket is received and returns deposit ticket to Accountant – Cashiering Services.

|   |                                       |
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**DEPOSIT VERIFICATION**

**Responsibility**

**Action**

Accountant – Student Receivables

Compares daily remote deposit report from previous day to cash spreadsheet. Indicates on spreadsheet that deposit has been received with and (x). Initials report and returns to Cashier.

Accountant – Student Receivables

Verifies petty cash from the bank. Signs and dates each band. Signs petty cash form as verified. Notifies Director of Financial Services and Student Accounts & Accountant- Cashiering Services if there are any variances.

Accountant – Cashiering Services

Stores individual credit card slips and imaged checks for 90 days after processing. Credit card slips are stored in the vault; check images are on the Tdrive. All are shredded after 90 days.

Processes daily deposits and enters data into the cash spreadsheet on the Tdrive. (Spreadsheet is available for cash balancing by the first day of the following month.) Amounts are recorded according to cash deposits, web payments, application fees, direct deposits, EFT's and IDT's, Center for the Child EFT's, Performing Arts Center, and credit card deposits. (American Express charges are posted in a separate column.) This enables easy balancing with State records at the end of each month.

Keys adjustments made to the daily deposit in an adjustment column. The number is recorded as reverse of the original adjustment in order to tie balance to original GL report.

|   |                                       |
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**DEPOSIT VERIFICATION (continued)**

**Responsibility**

**Action**

Accountant – Cashiering Services

Reviews non-reversing adjustments with the Director of Financial Services and Student Accounts prior to month end. Gives a written explanation of non-reversing adjustments to the Accountant-Cash Manager the first day of the following month.

Notifies Director of Financial Services and Student Accounts if, for any reason, funds are to leave the Cashier's Office except for pre-approved cash boxes and travel advances.

**WEB PAYMENT VERIFICATION**

**Responsibility**

**Action**

Accountant – Cashiering Services

Compares data from daily report RRR177 (Records added from trans file to history file web) to data from NIC Payment Engine report. Notifies Director of Financial Services and Student Accounts if any credit card data has not been transferred to the student account. A summary of all payments is printed the day following the payment and includes the student's name, ID number, payment amount, and receipt number. Reviews NIC returned items report daily. If an item has been returned, prints information and forwards to AP Manager.

Director of Financial Services & Student Accounts: Reviews discrepancies and takes appropriate action.

|   |                                       |
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### CASHING CHECKS

**Responsibility**

Accountant – Cashiering Services

**Action**

Verifies identity of customer with picture ID. Writes local address and phone number on the front of the check. Places initials in the upper right hand corner if customer has proper identification or the maker is known to the Cashier. Places initials in the lower left hand corner if student did not have a proper identification. If a checks needs to be endorsed, makes sure that it is endorsed correctly on the correct side and end. Write the student ID number at the bottom of the check, if applicable.

**Limits for check cashing are:**

\$50 for students living off campus (personal check)

\$50 for students living on campus of Patriot Place (personal check).

No limit for on campus students cashing check from parent, guardian, or contact person listed in the system.

\$100 for faculty/staff

FMU, Aramark, or Follet payroll checks: cash checks for campus area students (up to \$50 for off campus students). **NO PAYROLL CHECKS CASHED FOR FACULTY/STAFF UNLESS AUTHORIZED OR OWES SOMETHING.**

Off campus payroll: cash checks for personal check limits.

Third partys checks are not cashed unless authorized by Director of Financial Services & Student Accounts or Director of Accounting Services.

|   |                                       |
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### PROCESSING RECEIPTS

**Responsibility**

Mail Opener (student worker or back up)

**Action**

Opens all mail that comes in multiple times per day. Stamps the current date on each item. Writes the students' ID numbers on a sticky note and places on check. Gives payments to Cashier's Office to receipt.

Accountant – Cashiering Services

Receipts immediately all money collected over the counter and gives the customer a receipt.

Processes credit card payments over the phone. Completes CC phone form.

Continuously receipts mail, batch receipts, non cash receipts and direct deposits during the day.

Writes receipts by hand if system goes down. Enters hand written receipts on pre-written screen when system is back online.

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|--|--|------------------------------|----------------------|---------|--|----------------------------------|--|------------------------------|----------------------|---------|---|----------------------------------|--|
| <p><b>CASHIERING</b></p>   | <p>Page Number:<br/><b>P.II.D.2</b></p>  |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| <p><b>RECEIPTING OVER THE COUNTER<br/>STUDENT CASH REVENUE (MENU ITEM 1)</b></p> <p><b>CAR REGISTRATION, PAYMENT PROGRAM FEE, TRANSCRIPTS, MATRICULATION, AND<br/>HOUSING DEPOSITS (FORM NEEDED)</b></p> <p><b>CAR REGISTRATION</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u><b>Responsibility</b></u></th> <th style="text-align: left;"><u><b>Action</b></u></th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>Completes vehicle registration card and brings payment to the Cashier's Office. (Registration can also be completed and paid on the web)</td> </tr> <tr> <td>Accountant – Cashiering Services</td> <td>Writes decal number in appropriate space on vehicle registration card. Verifies payment and makes change from drawer if necessary. Keys payment and decal number, initials receipt, and gives bottom copy of receipt and car decal to student. Attaches payment and registration card to the receipt and place in the receipt box under the counter.</td> </tr> </tbody> </table> <p><b>PAYMENT PROGRAM FEE</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u><b>Responsibility</b></u></th> <th style="text-align: left;"><u><b>Action</b></u></th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>Brings properly completed payment program form to the Cashier's office.</td> </tr> <tr> <td>Accountant – Student Receivables</td> <td>Verifies payment with form and make change from drawer if necessary. Keys payment for \$60 fee only under menu item #1 (1st payment is receipted on menu item #4) and initials the receipt. Gives the student the yellow copy of the payment form and bottom copy of receipt. Attaches payment to the top copy and places it in the receipt box. Attaches middle copy to the form to be filed.</td> </tr> </tbody> </table> |  | <u><b>Responsibility</b></u> | <u><b>Action</b></u> | Student | Completes vehicle registration card and brings payment to the Cashier's Office. (Registration can also be completed and paid on the web) | Accountant – Cashiering Services | Writes decal number in appropriate space on vehicle registration card. Verifies payment and makes change from drawer if necessary. Keys payment and decal number, initials receipt, and gives bottom copy of receipt and car decal to student. Attaches payment and registration card to the receipt and place in the receipt box under the counter. | <u><b>Responsibility</b></u> | <u><b>Action</b></u> | Student | Brings properly completed payment program form to the Cashier's office. | Accountant – Student Receivables | Verifies payment with form and make change from drawer if necessary. Keys payment for \$60 fee only under menu item #1 (1st payment is receipted on menu item #4) and initials the receipt. Gives the student the yellow copy of the payment form and bottom copy of receipt. Attaches payment to the top copy and places it in the receipt box. Attaches middle copy to the form to be filed. |
| <u><b>Responsibility</b></u>   | <u><b>Action</b></u>   |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| Student  | Completes vehicle registration card and brings payment to the Cashier's Office. (Registration can also be completed and paid on the web)   |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| Accountant – Cashiering Services   | Writes decal number in appropriate space on vehicle registration card. Verifies payment and makes change from drawer if necessary. Keys payment and decal number, initials receipt, and gives bottom copy of receipt and car decal to student. Attaches payment and registration card to the receipt and place in the receipt box under the counter.   |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| <u><b>Responsibility</b></u>   | <u><b>Action</b></u>   |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| Student  | Brings properly completed payment program form to the Cashier's office.  |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
| Accountant – Student Receivables   | Verifies payment with form and make change from drawer if necessary. Keys payment for \$60 fee only under menu item #1 (1st payment is receipted on menu item #4) and initials the receipt. Gives the student the yellow copy of the payment form and bottom copy of receipt. Attaches payment to the top copy and places it in the receipt box. Attaches middle copy to the form to be filed. |                              |                      |         |  |                                  |  |                              |                      |         |   |                                  |  |
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**RECEIPTING OVER THE COUNTER  
STUDENT CASH REVENUE (MENU ITEM 1)**

**CAR REGISTRATION, PAYMENT PROGRAM FEE, TRANSCRIPTS, MATRICULATION, AND  
HOUSING DEPOSITS (FORM NEEDED)**

**TRANSCRIPTS**

**Responsibility**

**Action**

Student

Brings properly completed form to the Cashier's Office with payment.

Accountant – Cashiering Services

Verifies there is no outstanding balance on student's account. (A student on the payment plan will have a balance but verification must be made that there are no other outstanding charges and payments are current.) Verifies payment with form and makes change in drawer if necessary. Keys payment, initials the receipt, and fills in Accounting section of form. Gives student the transcript form, bottom copy of receipt, and instructs him/her to return form to the Registrar's office. Attaches payment to the receipt and places in receipt box.

If the customer is paying for a transcript over the phone, process their credit card information and give them the system receipt number so they can write it on their request when they fax it to the Registrar. Verify the customer has the right fax number, 843-661-1177.



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**RECEIPTING OVER THE COUNTER  
STUDENT CASH REVENUE (MENU ITEM 1)**

**CAR REGISTRATION, PAYMENT PROGRAM FEE, TRANSCRIPTS, MATRICULATION, AND  
HOUSING DEPOSITS (FORM NEEDED)**

**MATRICULATION**

**Responsibility**

**Action**

Student

Brings/mails matriculation form to the Cashier's office.

Accountant – Cashiering Services

Verifies payment with form and makes change from drawer if necessary. Keys payment under correct term, initials the receipts, and gives the student the bottom copy. Sends middle copy stapled to matriculation form to the Admissions Office. Attaches the payment to top copy and places in receipt box.

**HOUSING DEPOSIT**

**Responsibility**

**Action**

Student

Brings or mails housing deposit applications and payment to the Cashier's Office.

Accountant – Cashiering Services

Verifies payment with form and makes change from drawer if necessary. Keys payment and initials receipt. Sends middle copy of receipt and housing application to Housing Office. Gives student bottom copy of receipt if payment is brought in. If payment is by mail, sends both middle and bottom copies of receipt along with application to Housing Office. Attaches payment to the top copy and places in receipt box under the counter.

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**RECEIPTING OVER THE COUNTER  
STUDENT CASH REVENUE (MENU ITEM 1)**

**BASKETROOM, BOARD PLAN, NURSING APPLICATION FEE, HOUSING ADVANCE, AND FMU  
CARD (NO FORM NEEDED)**

**Responsibility**

**Action**

Student

Comes to Cashier's office and informs staff member they would like to pay a fee. (payments can be made over the phone or thru the mail as well)

Accountant – Cashiering Services

Verifies payment and makes change from drawer if needed. Keys payment, initials the receipt, and gives the student the bottom copy. Attaches payment to the top and middle copies and places in receipt box under the counter.

Mails bottom receipt to student upon request if a credit card payment is received by mail or via the telephone. Attaches customer copy of credit card slip to receipt.

The bottom copy of Nursing application fees should be forwarded to the Nursing Dept.

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### SIGNING OUT RECEIPT BOOKS

Occasionally, faculty or staff members will need to check out receipt books in order to collect money for various events or fees due. Only full-time employees from FMU may sign out receipt books from the Cashier's Office. Student groups must go through the full-time employee who takes responsibility as a sponsor for the group. Some employees who use receipt books on an continual basis will not sign their receipt book back in each time they bring funds to the Cashier's Office.

**Responsibility**

**Action**

FMU Employee

Signs the Receipt Book Sign-out log. In the log, they will write the first receipt they will be using from the receipt book, the date they are receiving the book, and their name and phone number. All information must be clearly legible.

Collects funds and records a receipt for the collected funds, giving the top copy of the receipt from the receipt book to the person that has tendered the funds. This process is repeated until all funds have been collected. The receipt book is returned to the Cashier's Office with the two bottom copies (gold & pink) still attached for each receipt given.

Accountant – Cashiering Services

Adds the total of all receipts used. Then, adds the total amount of cash and checks. The two totals should equal (If they do not, return the receipt book to the employee for correction). Once receipts and funds collected are balanced, the funds are receipted using the employee's name and the account number provided by the employee. Writes the range of receipts used from the receipt book on the bottom of all three copies of the Cashier's Office receipt, as well as, cash/checks/credit card totals. The bottom copy of the Cashier's receipt is given to the depositor of the funds. Writes the date, Cashier's Office receipt number, and their initials on the last receipt used in the receipt book. Collects the yellow copies from the receipt book and attached them to the middle copy of the Cashier's Office receipt. places in the backup box under the counter.

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**SIGNING OUT RECEIPT BOOKS (continued)**

**Responsibility**

**Action**

Accountant – Cashiering Services

The top copy of the Cashier's Office receipt is attached to the funds and placed in the basket under the counter with all other receipts for the day. When they sign the book back in they will record the last receipt number used, the date, and their signature in the Receipt Book Sign-Out Log.

FMU Employee

Returns receipt book to the Cashier's Office. Signs the Log and indicates the last receipt number used and the date of return.

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**RECEIPTING OVER THE COUNTER  
NON-STUDENT CASH REVENUE (MENU ITEM 2)**

**APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES & CONCESSIONS, LIBRARY  
REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER**

**APPLICATION FEES**

**Responsibility**

**Action**

Admissions & Provost

Totals and balances receipts and money. Brings both to Cashier's office once a week.

Accountant – Cashiering Services

Totals receipts and verifies cash/checks equal this total. Keys payment, initials the receipt, writes receipt range on the bottom of our receipt, and gives bottom copy to the Admissions or Provost Office staff member. Initials, dates, and writes our receipt number on the last receipt in receipt book. Removes yellow copy of receipts from book, attaches them to middle copy of our receipt, and places in the backup box under the counter. Places money with top copy in receipt box under counter.

**FMU CARD**

**Responsibility**

**Action**

Faculty/Staff

Requests funds to be placed on their FMU card.

Accountant – Cashiering Services

Takes payment by cash, check, or credit card. Keys payment, initials the receipt, and gives the faculty/staff member the bottom copy. Attaches payment to the top and middle copies and places in receipt box under the counter.

\*See the insert following this page for additional information on adding money to an FMU card.

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**RECEIPTING OVER THE COUNTER  
NON-STUDENT CASH REVENUE (MENU ITEM 2)**

**APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES & CONCESSIONS, LIBRARY REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER**

**ATHLETIC TICKET SALES & CONCESSIONS**

**Responsibility**

**Action**

Coach/ Athletic Secretary

Delivers the money box to the Cashier's Office the morning after a ball game or other event.

Accountant – Cashiering Services

Balances money to number of tickets or concessions sales sheet. Keys payment, initials the receipt, writes range of ticket numbers and amounts of student and adult tickets sold on bottom of receipt for ticket sales, and sends bottom copy to user. Gives copy of receipt to Accountant – Financial Reporting. Attaches money to the top copy and places in receipt box under the counter. Places torn tickets or concessions sales sheet along with the middle receipt in back up box under the counter.

**LIBRARY REVENUE**

**Responsibility**

**Action**

Library

Brings money, report, and backup paperwork to the Cashier's Office at least once a week.

Accountant – Cashiering Services

Verifies payment to report. Keys payment and initials receipt. Gives middle and bottom copies of receipt and yellow and pink copies of report to Library. Attaches payment to the top copy and places in receipt box under the counter. Writes receipt number on Library's original report, attaches Library tape, and places in backup box under the counter.

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| <p><b>RECEIPTING OVER THE COUNTER<br/>NON-STUDENT CASH REVENUE (MENU ITEM 2)</b></p> <p><b>APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES &amp; CONCESSIONS, LIBRARY REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER</b></p> <p><b>NURSING APPLICATION FEE</b></p> |  |
| <p><b><u>Responsibility</u></b></p>   | <p><b><u>Action</u></b></p>  |
| <p>Nursing Dept. Employee</p>   | <p>Totals and balances receipts and money. Brings receipt book and money to Cashier's Office once a week.</p>  |
| <p>Accountant – Cashiering Services</p>   | <p>Totals receipts and verifies cash/checks equal this total. Keys payment individually for each applicant (MENU ITEM 2, CODE 55), initials our receipt, writes receipt book receipt number on the bottom of our receipt, and gives the bottom copy of our receipt to Nursing Employee. Initials, dates, and writes our receipt number on the student receipt in the receipt book that it pertains to. Removes yellow copy of receipt from book, attaches it to middle copy of our receipt, and places in the backup box under the counter. Places money with top copy in receipt box under counter.</p> |

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**RECEIPTING OVER THE COUNTER  
NON-STUDENT CASH REVENUE (MENU ITEM 2)**

**APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES & CONCESSIONS, LIBRARY  
REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER**

**TESTING (NON STUDENT)**

**Responsibility**

**Action**

Counseling & Testing

Brings receipt book for testing fees along with funds received to the Cashier's Office the next business day after the event.

Accountant – Cashiering Services

total. Keys payment, initials the receipt, writes receipt range on the bottom of our receipt, and gives bottom copy to Counseling staff member. Initials, dates, and writes our receipt number on the last receipt in receipt book. Removes yellow copy of receipts from book, attaches them to middle copy of our receipt, and places in the backup box under the counter. Places money with top copy in receipt box under counter.



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**RECEIPTING OVER THE COUNTER  
NON-STUDENT CASH REVENUE (MENU ITEM 2)**

**APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES & CONCESSIONS, LIBRARY  
REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER**

**TRANSCRIPTS (NON STUDENT)**

**Responsibility**

**Action**

Prior Students no longer in System

Brings properly completed form to the Cashier's Office

Accountant – Cashiering Services

Verifies payment with form, keys payment, initials the receipt, and fills in Accounting section of form. Gives the student the transcript form, bottom copy of receipt, and instructs him/her to return form to the Registrar's Office. Attaches payment to the top and middle copies and places in receipt box under the

There are many additional codes on menu 2 in which to receipt funds. Examples: copies, seminars, foreign study programs, newsletters, and office services.

**OTHER (WITHOUT RECEIPT BOOK)**

**Responsibility**

**Action**

Customer

Informs Cashier what needs to be receipted and why.

Accountant – Cashiering Services

Locates code on system in which to receipt. Keys payment, initials the receipt, and gives customer bottom copy. Attaches payment to the top and middle copies and places in receipt box under the

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**RECEIPTING OVER THE COUNTER  
NON-STUDENT CASH REVENUE (MENU ITEM 2)**

**APPLICATION FEES, FMU CARD, ATHLETIC TICKET SALES & CONCESSIONS, LIBRARY  
REVENUE, NURSING APPLICATION, TESTING, TRANSCRIPTS, AND OTHER**

**OTHER (WITH RECEIPT BOOK)**

**Responsibility**

**Action**

Customer

Brings in receipt book and payments to the Cashier's office the next business day after the event or according to the weekly schedule listed on page P.II.D.18

Accountant – Cashiering Services

Totals receipts and verifies cash/checks equal this total. Keys payment, initials the receipt, writes receipt range on the bottom of our receipt, and gives bottom copy to customer. Initials, dates, and writes our receipt number on the last receipt in receipt book. Removes yellow copy of receipts from book, attaches them to middle copy of our receipt, and places in the backup box under the counter. Places money with top copy in receipt box under counter.

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**RECEIPTING OVER THE COUNTER  
STUDENT RECEIVABLES (MENU ITEM 7)**

The receivable has been set up on the student's account. (Telephone long distance, graduation fee, housing, housing fines and repairs, return checks, traffic tickets, Driggs / K A Psi / Lt. Rick Gould loans, refunded aid, payment on account, library fines over \$10.00 and reimbursements, Media Center, Teacher Center fines, pending financial aid fee, miscellaneous fines, and payment plan late fees.)

**Responsibility**

**Action**

Student

Brings or mails payment to the Cashier before due date. (If past due date, late charges will apply.)

Accountant – Cashiering Services

Verifies payment and makes change from drawer if needed. Keys payment, initials the receipt, and gives the student the bottom copy. Attaches payment to the top and middle copies and places in receipt box under the counter. If traffic charges are not posted, receipts payment and gives ticket and middle copy of receipt to Accountant – Student Receivables.

**DEVELOPMENT CASH REVENUE (MENU ITEM 8)**

**Responsibility**

**Action**

Development

Brings cash transaction report and payments to Cashier's office weekly.

Accountant – Cashiering Services

Verifies payment with report. Keys payment and initials receipt. Signs and dates copy of report and gives one copy to Development staff along with bottom copy of receipt. Attaches payment to top copy and places in receipt box under the counter. Attaches middle copy to report and places in backup box under the counter.

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**RECEIPTING OVER THE COUNTER  
CENTER FOR THE CHILD RECEIPTING (MENU ITEM 2)**

| <u><b>Responsibility</b></u>     | <u><b>Action</b></u>   |
|----------------------------------|--|
| CFC Employee                     | Brings deposit along with "Deposit Report" (Exhibit 11) and "Receipt and Deposit Transmittal" (Exhibit 12) to the Cashier's Office.  |
| Accountant – Cashiering Services | <p>Verifies that the total of cash and checks equals the amount on the Center's "Deposit Report" and that the total amounts for electronic payments are equal on both the "Deposit Report" and the "Receipt and Deposit Transmittal" forms. Keys payment under menu D4 #2 using transaction code #360. Keys payment amounts on appropriate line: Electronic Payments, Cash/Check, or Over/Short. Attach payment to top copy and place in receipt box. Give the Center Employee the bottom receipt copy. Attach the middle copy to the Center reports and place in the backup box under the counter.</p> <p>If the amount of cash/checks does not match the report, the difference should be receipted on the over/short line. It should be positive if the money is over and negative if the money is short. The total at the bottom of the receipt should equal the amount of cash/checks that was actual received.</p> |

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**RECEIPTING OVER THE COUNTER  
NON STUDENT RECEIVABLES (MENU ITEM 12)**

**Responsibility**

**Action**

**FACILITIES RENTAL**

Accountant – Cashiering Services

Keys payment, initials the receipt, and gives bottom copy to customer. Attaches payment to top and middle copies and places in receipt box under the counter. Gives middle copy of receipt to Financial Services after deposit is done.

**RETURN CHECK**

Accountant – Cashiering Services

Keys payment, initials the receipt, and gives bottom copy to customer. Attaches payment to top and middle copies and places in receipt box under the counter.

*Partial payments are NOT accepted for returned checks.*

**TRAFFIC TICETS AND MISCELLANEOUS CHARGES**

Accountant – Cashiering Services

Verifies payment and makes change from drawer if needed. Keys payment, initials receipt, and gives bottom copy to customer. Attaches payment to top and middle copies and places in receipt box under the counter. If charge is not in system, contacts Accountant – Student Receivables to investigate.

Accountant – Student Receivables

Investigates ticket, keys charge, and notifies Accountant - Cashiering Services to receipt payment.

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**VOIDING RECEIPTS**

**Responsibility**

**Action**

**STUDENT CASH/REVENUE**

Accountant – Cashiering Services

Voids receipt using negative amounts on menu item 1 if error occurred on same day. Voids receipt using menu item 7 if error occurred on a previous day and notifies Accounts Receivable Manager to remove the assessment if necessary.

**NON STUDENT CASH/REVENUE**

Accountant – Cashiering Services

Voids receipt using negative amounts on menu item 2.

**ALL OR ONE ASSESSMENT**

Accountant – Cashiering Services

Voids receipt using negative amounts on menu item 7

**FEE CARD PROGRAM**

Accountant – Cashiering Services

Voids receipt using menu item 7 since negative receipts are not allowed on the fee card program. Unrecognizes confirmation of schedule on registration maintenance screen.

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**CASHIERING**

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**P.II.D.18**

**CASH FUNDS AND RECEIPT COLLECTIONS LOCATED OUTSIDE OF THE CASHIER'S OFFICE**

NAME OF OFFICE

DAY OF WEEK REMITTED TO CASHIER'S OFFICE

Admissions

Tuesday & Thursday

Library

Tuesday

Provost

Friday

Registrar

Friday

Athletics

Next business day

Counseling

same business day if possible, or next business day.

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**VEHICLE DECAL REPLACEMENT (if decal is lost or stolen)**

**Responsibility**

**Action**

Student

Reports lost or stolen decal to Campus Police

Campus Police

Completed form or sends email authorizing Cashier's office to issue replacement decal.

Accountant – Cashiering Services

Issues the student another decal and completes proper portion of card. (There is no charge if the decal was stolen or lost in the mail.) If the decal was lost, keys the payment, initials the receipt, and gives the student the bottom copy. Attaches payment and registration card to the top and middle copies and places in receipt box under the counter.

**VEHICLE DECAL REPLACEMENT (if car is sold or traded)**

Student

Brings in old decal and completes a new registration form.

Accountant – Cashiering Services

Issues the student another decal and completes proper portion of card. Attaches the old decal to the back of the registration card and places in receipt box under the counter. If the student does not turn in the old decal, keys the payment, initials the receipt, and gives the student the bottom copy and the new decal. Attaches payment and registration card to the top and middle copies and places in receipt box under the counter.



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### TEMPORARY PARKING PERMIT

**Responsibility**

**Action**

Student

Requests a temporary parking permit in the Cashier's Office. Informs Cashier why permit is needed. Fills out blue vehicle registration card and gives to Cashier.

Accountant – Cashiering Services

Verifies that he/she has already purchased a permanent decal (if not, a temporary can not be issued) and views flag maintenance to verify that the student has not requested more than 2 temporary permits. List name, ID number, and date issued on the temporary form. Gives student temporary parking permit at no charge. The temporary car tag must include the make/model of the vehicle and the assigned tag number. A temporary parking permit cannot be issued without a license tag number. Updates flag maintenance screen with a "T" if first temporary or "N" for second temporary. Writes the student's permanent decal number on the blue card along with the temporary number. Keys information from card on the Public Safety's database (My Computer, parking on irmnt\vol-shortcut to temp parking.mdb).

NOTE: Temporaries can only be issued for ten days unless special reason. Only two temporaries can be issued per semester (some exceptions).

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**PROCEDURES FOR WORKING WITH "ATTENTION" FLAGS**

Effective 7/8/04 Attention Flags will be placed on student accounts for the following reasons (option 2 on the RRRMNZ menu):

| <u>Code</u> | <u>Description</u>          | <u>Responsible Person</u>         |
|-------------|-----------------------------|-----------------------------------|
| B           | Bad check                   | Denise                            |
| P           | Pell Grant Overpayment      | Denise                            |
| C           | Collections                 | Kathy                             |
| T           | 1 temp decal                | Student worker/full time employee |
| N           | 2 temp decal                | Student worker/full time employee |
| Z           | Ineligible for payment plan | Jennifer                          |
| L           | <\$50 collection letter     | Kathy                             |

**Student Workers are only permitted to Add or Remove flags for Temporary Parking Decals.**

- 1.) When a student requests a temporary car decal, go to Option 10 on the RRRMNZ screen. Verify that a permanent decal has been issued. The Vehicle Registration Fee will appear as one of the first items and the decal number will appear in the reference field. If there is no Vehicle Registration Fee, you are not permitted to issue a temporary decal. The student must purchase a decal.
  
- 2.) If there are no "T" or "N" flags, the student can be given a temporary car tag.
  
- 3.) After issuing the tag, go to the Flag Maintenance (2) option, key in the student's ID number and place a "T" in the first available space, and hit enter to save.
  
- 4.) When you follow Step 1 and a "T" flag is displayed on the student's account, this will let you know that the student has already received 1 temporary decal. Give the student another temporary decal.
  
- 5.) After issuing the tag, go to the Flag Maintenance (2) option and remove the "T" flag putting an "N" in its place. Hit enter to save.
  
- 6.) If this student requests another temporary decal, the "N" flag will appear on their account and they can not be issued another temporary parking decal.
  
- 7.) Traffic regulations state that only 2 temporary car decals can be issued per semester. If the student has any additional questions, direct them to speak with public safety.

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### **CHOOSING OPTIONS ON BEHALF OF STUDENTS**

When students come to the Cashier's Office during registration periods to pay their bill or confirm their schedule, they will choose an "Option" on their Fee Slip/Bill Schedule. These forms can also be mailed or faxed in. These options can be chosen until the deadline to choose and "Option 3".

To select an option on behalf of a student, choose #5, Bill Schedule Options Maintenance, on the D5 menu (Student Review Menu RRRMNZ). The D5 menu can be reached by choosing #3 on the main menu (BNSMNB). On the Bill Schedule Options Maintenance screen, enter the student's ID number and the year/term. Select the appropriate option, 1 through 4, based on what the student has indicated on their Bill Schedule. Place an "x" next to that option and hit "enter".

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**CASH BOX - NON ATHLETIC**

**Responsibility**

**Action**

Departments

Sends Accountant- Cashier Services an emailed request a least 3 days prior to the event to request a cash box.

Accountant – Cashiering Services

Prepares a cash box with funds as requested, supplies tickets as necessary , and fills out petty cash form noting the beginning & ending ticket numbers and amount of cash in the box.

Departments

Picks up the cash box and key (usually the day before the activity) and signs petty cash form. Returns box to Cashier's Office the following business morning.

Accountant – Cashiering Services

Balances the money collected against tickets and receipts into appropriate account. (See Receipting Tickets Sales procedure)

|   |                                       |
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**CASH BOX - ATHLETIC**

**Responsibility**

**Action**

Accountant – Cashiering Services

Prepares cash box with a roll of student tickets, a roll of adult tickets, a pen and/or pencil, and the following cash denominations: \$100.00 in ones, \$50.00 in fives, and \$50.00 in tens (Unless otherwise requested). For Homecoming the Athletic Director will advise if additional boxes or money is needed.

Fills out petty cash form, writes down starting & ending ticket numbers and locks box.

Coach

Picks up the cash box and key (usually the day before the activity).

Door Attendant

Checks identification and complimentary, season , and coaches passes. Collects the appropriate money (\$5.00 for students and \$8.00 for others) and makes changes if necessary. Gives half of the ticket to the person and retains the other half.

Coach or Athletic Secretary

Returns cash box to the Cashier's Office.

Accountant – Cashiering Services

Balances the money collected against tickets and receipts into appropriate account. (See Receipting Tickets Sales procedure)

|   |                                       |
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**END OF DAY PROCEDURES**

**Responsibility**

**Action**

Student Employee

Counts/verifies contents of cash drawer that has been assigned to them. Notes any discrepancies on the calculator tape.

Accountant – Cashiering Services

Runs a detail listing and a total of all credit/debit card transactions. Settles credit card machines. Transmits data to Merchant Services and verifies that batch has been settled successfully. Places tape in the day's receipt basket.

Places cash drawers, receipt baskets, payroll check box, change check box, and money folders in appropriate lockers in the vault. Collects any checks/cash that may not have been receipted and places in cash locker. Closes and locks all lockers and vault door.

Signs off all computers/printers that have been used at the counter. Verifies that all lights have been turned off.

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| <b>SUMMER HOUSING</b>                   |  |
| <u>Responsibility</u>                   | <u>Action</u>  |
| Student                                 | Completes housing application.   |
| Housing Office                          | Assigns student a room, prints housing assessment, and charges are updated to student accounts.  |
| Student                                 | Makes payment in the Cashier's Office.   |
| Accountant – Cashiering Services        | Receipts payment under appropriate term and code on #7 (#4 if fees included).  |
| Accounts Receivable Manager             | Reviews housing and housing exceptions lists menu item #23 under D7. Forwards copies to housing as needed. Contacts housing with discrepancies between housing assessments and payments. |

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**STUDENT HOUSING APPLICATION/RESERVATION FEE**

Student housing application/reservation fee is paid by each student prior to moving into FMU housing, and each spring for the following academic year.

Responsibility

Action

Student

Mails or brings housing application in to Cashier's Office with payment.

Accountant – Cashiering Services

Keys the payment. Keeps original receipt, sends a copy along with the housing application to Housing and gives copy to the student. If student has not applied for admission, notifies Director of Housing (no keying is done). Holds check and application in the vault until the admission application is processed. If payment is sent through the mail, keeps original receipt, sends other two copies along with housing application to Director of Housing. Queries each Monday morning for transactions from prior week and send excel file to Housing Asst. Director.



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**HOUSING ASSESSMENT**

Students living on-campus must be assessed for housing for each school term. The assessment for each type of housing may change from year to year, but payment must be made prior to moving into housing. A due date is given to pay during each term.

Responsibility

Action

Housing Office

Sends student, who has been accepted into housing and who has paid a Housing application/reservation fee a letter of acceptance. Notifies student what type of housing is available. Processes assessment form offering housing to student and mails to student for his/her signature.

Student

Signs assessment form and returns to housing.

Housing Office

Assigns student to a room. Charge is updated onto student account.

Accounts Receivable Manager

Verifies the Housing Office's lists by printing an Exception List periodically. Checks and verifies all differences with Housing. Makes adjustments as necessary.

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**HOUSING CHARGES**

Rules and regulations for living on campus are given to all students by the Housing Office. All violations of these rules are charged by the Housing Office as "Housing Charges." Each charge may have imposed a late fee - generally fourteen days after the date the fine is issued. Housing fines and repairs have late fees of \$10.00. The Office of Student Affairs has the authority to issue disciplinary fines when necessary. The Housing Office upon authorization from Student Affairs keys these fines and late charges of \$10.00 are automatically added after the due date, if the fine is not paid.

Responsibility

Action

Housing Office

Keys fines on three-part form. Gives the original white copy to the student, the yellow copy to Housing Office Manager, and files the pink copy in Housing Office records.

Keys student affairs fines as needed. Original white and pink copies are returned to the Office of Student Affairs. Gives the yellow copy to the Housing Office Manager.

(Once charge is keyed, transaction is updated into Accounting student history file and updated in student Accounts Receivable file the next day.)

Receives daily e-mail of housing charges and adjustments.

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| <p><b>HOUSING CHARGES (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Housing Office Manager</td> <td>Verifies fines keyed and files yellow copy in Housing fine folder. Keys adjustments when necessary. (Adjustments to Housing fines other than keying errors must be approved by Director of Housing or Housing Officer. Adjustments to Student Affairs fines other than keying errors must be approved by Assistant Dean of Students or Dean of Students.) Keys adjustments to fines that were reduced or dropped. Files yellow copy of original fine, original white, yellow and pink copies of adjusted fine and daily printout listing of adjustments in adjustment folder.</td> </tr> <tr> <td style="vertical-align: top;">Student</td> <td> <p>Pays the charge.</p> <p style="text-align: center;">OR</p> <p>Appeals to the Housing Office or Student Affairs Office for charge to be dropped or reduced.</p> </td> </tr> <tr> <td style="vertical-align: top;">Cashier</td> <td>Receipts payment.</td> </tr> <tr> <td style="vertical-align: top;">Housing Office Manager</td> <td>Reviews printout and notes partial payments and late charges added on fines. Moves paid invoices to paid folder.</td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Housing Office Manager | Verifies fines keyed and files yellow copy in Housing fine folder. Keys adjustments when necessary. (Adjustments to Housing fines other than keying errors must be approved by Director of Housing or Housing Officer. Adjustments to Student Affairs fines other than keying errors must be approved by Assistant Dean of Students or Dean of Students.) Keys adjustments to fines that were reduced or dropped. Files yellow copy of original fine, original white, yellow and pink copies of adjusted fine and daily printout listing of adjustments in adjustment folder. | Student | <p>Pays the charge.</p> <p style="text-align: center;">OR</p> <p>Appeals to the Housing Office or Student Affairs Office for charge to be dropped or reduced.</p> | Cashier | Receipts payment. | Housing Office Manager | Reviews printout and notes partial payments and late charges added on fines. Moves paid invoices to paid folder. |
| <u>Responsibility</u>  | <u>Action</u>   |                       |               |                        |   |         |   |         |                   |                        |  |
| Housing Office Manager   | Verifies fines keyed and files yellow copy in Housing fine folder. Keys adjustments when necessary. (Adjustments to Housing fines other than keying errors must be approved by Director of Housing or Housing Officer. Adjustments to Student Affairs fines other than keying errors must be approved by Assistant Dean of Students or Dean of Students.) Keys adjustments to fines that were reduced or dropped. Files yellow copy of original fine, original white, yellow and pink copies of adjusted fine and daily printout listing of adjustments in adjustment folder. |                       |               |                        |   |         |   |         |                   |                        |  |
| Student  | <p>Pays the charge.</p> <p style="text-align: center;">OR</p> <p>Appeals to the Housing Office or Student Affairs Office for charge to be dropped or reduced.</p>   |                       |               |                        |   |         |   |         |                   |                        |  |
| Cashier  | Receipts payment.   |                       |               |                        |   |         |   |         |                   |                        |  |
| Housing Office Manager   | Reviews printout and notes partial payments and late charges added on fines. Moves paid invoices to paid folder.  |                       |               |                        |   |         |   |         |                   |                        |  |

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**HOUSING RESERVATION/APPLICATION FEE**

A housing reservation/application fee is paid in the spring (around March 1st) by all students who currently live in housing and will be returning in the Fall, and new students who will move into housing in the Fall or Spring. The advance payment reserves their room space.

| <u>Responsibility</u> | <u>Action</u>  |
|-----------------------|--|
| Student               | Pays Cashier.  |
| Cashier               | Receipts payment. Forwards pink copy of receipt to the Housing Office. Queries each Monday morning the transactions from the prior week and forwards excel spreadsheet to Asst. Director of Housing.   |
| Housing Office        | <p>Prints a list of all advances after the due date. Applies advance against the cost of housing, which is entered from the Fall housing list. Forfeits advance when applicable.</p> <p>Uses list to determine who will remain in housing and how many spaces are available for the Fall term.</p> |

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| <p><b>MEAL PLAN</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Student</td> <td>Pays for meal plan in the Cashier's Office. (If student is residing in Residence Hall, an All Access meal plan is automatically assessed.)</td> </tr> <tr> <td style="vertical-align: top;">Cashier</td> <td>Receipts on fee slip screen when student purchases at Registration with fees. Receipts on Cash/Revenue screen if student purchases meal plan after paying fees.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td>Verifies all differences with Dining Services and prepares adjustments as needed.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td>Requests the following information from Dining - Production Manager:<br/>1. Number of board days for the semester<br/>2. Beginning and ending days</td> </tr> <tr> <td style="vertical-align: top;">Dining - Production Manager</td> <td>Sends requested information to Accountant - Accounts Receivable.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td>Attaches information to meal plan printout book.<br/><br/>Sends meal plan report to Dining right before students move into housing.</td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Student | Pays for meal plan in the Cashier's Office. (If student is residing in Residence Hall, an All Access meal plan is automatically assessed.) | Cashier | Receipts on fee slip screen when student purchases at Registration with fees. Receipts on Cash/Revenue screen if student purchases meal plan after paying fees. | Accountant – Accounts Receivable | Verifies all differences with Dining Services and prepares adjustments as needed. | Accountant – Accounts Receivable | Requests the following information from Dining - Production Manager:<br>1. Number of board days for the semester<br>2. Beginning and ending days | Dining - Production Manager | Sends requested information to Accountant - Accounts Receivable. | Accountant – Accounts Receivable | Attaches information to meal plan printout book.<br><br>Sends meal plan report to Dining right before students move into housing. |
| <u>Responsibility</u>   | <u>Action</u>   |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Student   | Pays for meal plan in the Cashier's Office. (If student is residing in Residence Hall, an All Access meal plan is automatically assessed.)                      |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Cashier   | Receipts on fee slip screen when student purchases at Registration with fees. Receipts on Cash/Revenue screen if student purchases meal plan after paying fees. |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Accountant – Accounts Receivable  | Verifies all differences with Dining Services and prepares adjustments as needed.   |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Accountant – Accounts Receivable  | Requests the following information from Dining - Production Manager:<br>1. Number of board days for the semester<br>2. Beginning and ending days                |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Dining - Production Manager   | Sends requested information to Accountant - Accounts Receivable.  |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |
| Accountant – Accounts Receivable  | Attaches information to meal plan printout book.<br><br>Sends meal plan report to Dining right before students move into housing.                               |                       |               |         |  |         |   |                                  |   |                                  |  |                             |  |                                  |   |

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| <p><b>MEAL PLAN LIST (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td style="vertical-align: top;">Each Thursday runs Board Exception List and queries &amp; prints meal plan report and with meal count. Reconciles exception list to AR list to 1Card. If numbers do not match, compares names on lists to find discrepancies. After numbers are reconciled, sends email of list/number to Dining - Production Manager and Director of Financial Services and Student Accounts.</td> </tr> <tr> <td style="vertical-align: top;">Director of Dining Services</td> <td style="vertical-align: top;">Sends an invoice to Director of Financial Services &amp; Student Accounts each week.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td style="vertical-align: top;">Verifies that invoice matches numbers that were agreed upon. If there is a discrepancy, discuss with Dining Production Manager. Initials invoice, makes copy for file, and gives original to Administrative Manager - Business Affairs.</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Prints Y-T-D Activity Report for SFB 2020 to reconcile amount of money in the meal plan account to amounts paid out to Dining. Contacts Dining if it seems we will have discrepancies at the end of the semester. Files copy of invoice and transaction reviews in meal plan printout book.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accountant – Accounts Receivable | Each Thursday runs Board Exception List and queries & prints meal plan report and with meal count. Reconciles exception list to AR list to 1Card. If numbers do not match, compares names on lists to find discrepancies. After numbers are reconciled, sends email of list/number to Dining - Production Manager and Director of Financial Services and Student Accounts. | Director of Dining Services | Sends an invoice to Director of Financial Services & Student Accounts each week. | Accountant – Accounts Receivable | Verifies that invoice matches numbers that were agreed upon. If there is a discrepancy, discuss with Dining Production Manager. Initials invoice, makes copy for file, and gives original to Administrative Manager - Business Affairs. |  | Prints Y-T-D Activity Report for SFB 2020 to reconcile amount of money in the meal plan account to amounts paid out to Dining. Contacts Dining if it seems we will have discrepancies at the end of the semester. Files copy of invoice and transaction reviews in meal plan printout book. |
| <u>Responsibility</u>  | <u>Action</u>  |                       |               |                                  |  |                             |  |                                  |   |  |   |
| Accountant – Accounts Receivable   | Each Thursday runs Board Exception List and queries & prints meal plan report and with meal count. Reconciles exception list to AR list to 1Card. If numbers do not match, compares names on lists to find discrepancies. After numbers are reconciled, sends email of list/number to Dining - Production Manager and Director of Financial Services and Student Accounts. |                       |               |                                  |  |                             |  |                                  |   |  |   |
| Director of Dining Services  | Sends an invoice to Director of Financial Services & Student Accounts each week.   |                       |               |                                  |  |                             |  |                                  |   |  |   |
| Accountant – Accounts Receivable   | Verifies that invoice matches numbers that were agreed upon. If there is a discrepancy, discuss with Dining Production Manager. Initials invoice, makes copy for file, and gives original to Administrative Manager - Business Affairs.  |                       |               |                                  |  |                             |  |                                  |   |  |   |
|  | Prints Y-T-D Activity Report for SFB 2020 to reconcile amount of money in the meal plan account to amounts paid out to Dining. Contacts Dining if it seems we will have discrepancies at the end of the semester. Files copy of invoice and transaction reviews in meal plan printout book.  |                       |               |                                  |  |                             |  |                                  |   |  |   |

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**PARTIAL REFUNDS OF MEAL PLANS**

Responsibility

Action

Director of Dining Services

Determines partial refund based on the refund policy / committee. Forwards refund form to the Accounts Receivable Manager.

Accounts Receivable Manager

Keys adjustment to student account. Places a copy of the form with the adjustment sheet original in the refund folder.

99 Delete Meal Plan from Sodexo file.

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**DRIGGS, K A PSI, AND LT. RICK GOULD LOANS**

A FMU student may apply for a Driggs or a Kappa Alpha Psi loan in emergency situations. At the discretion of the Director of Financial Assistance or the Director of Financial Services and Student Accounts, each loan is charged interest of 1 1/2 % on the balance or no less than \$2.00 interest per month. An additional late charge of \$10.00 is added if the loan is not repaid by the due date. Late charge will remain active, and be increased at the rate of \$10.00 per month for up to five months.

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Student                          | Completes top portion of promissory note.  |
| Financial Assistance             | Calls Accounts Receivable for information and approval. If approved, student complete bottom portion of promissory note. Gives student white and yellow copy and sends Accounts Payable pink copy. |
| Accounts Payable                 | Writes check and forwards to Cashier's Office.   |
| Accountant – Student Receivables | Verifies check and holds for student to pick up.   |
| Student                          | Takes completed white copy to Cashier's Office and picks up check. Leaves signed white copy of promissory note.  |
| Accountant – Cashiering Services | Reviews note and gives white copy of completed and signed promissory note to Accountant - Accounts Receivable.   |
| Accountant – Student Receivables | Assigns the note a loan number and enters loan information on student's account. Files loan until end of month to check against printout.  |
| Cashier                          | Receipts payment on student's accounts.  |



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**DRIGGS, K A PSI, AND LT. RICK GOULD LOANS (Continued)**

Responsibility

Action

Accountant – Student Receivables

Balances at end of month with printout.  
Moves paid note to paid folder in file room.

Accounts Receivable Manager

Monthly, takes amounts on subsidiary ledger and compares to trial balance account 4-000-T5800-4910 for Driggs, 4-000-T5800-4915 for K A Psi, and 4-000-T5800-4920 for Rick Gould.

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**DROPPING STUDENT WITH PAYMENT PLAN OF FEES**

(See Returned Check section for dropping students for returned checks.)

When students sign a Payment Plan form, they are given dates on which to make certain payments. When a student misses two consecutive payments, due to failure to pay OR returned checks, the following occurs:

| <u>Responsibility</u>                               | <u>Action</u>  |
|---|--|
| Accountant – Student Receivables                    | Sends a letter stating the students overdue balance and the action that will be taken if payment is not made by a certain date. Follows up with a phone call. If it is still not paid by the revised due date, forwards note stating the student’s name, ID number, and the reason for withdrawal and a copy of the original signed Payment Plan form to Director of Financial Services and Student Accounts and copy to the Assistant Vice President for Accounting for approval of the withdrawal. |
| Director of Financial Services and Student Accounts | Signs note approving withdrawal and returns to Accountant – Student Receivables.   |
| Accountant – Student Receivables                    | Forwards note to Registrar and retains a copy.   |
| Registrar   | Withdraws student and informs student’s professors of withdrawal.  |
| Accountant – Student Receivables                    | Notifies student by letter that withdrawal has occurred. Sends note to Director of Financial Services and Student Accounts to remove drop penalties if prior to midterm.   |

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**DROPPING STUDENT WITH PAYMENT PLAN OF FEES (Continued)**

Responsibility

Action

Director of Financial Services and Student Accounts

Approves and forward to Accounts Receivable Manager to remove drop penalties. (If after midterm, no drop penalties are removed.)

Accounts Receivable Manager

Removes drop penalties up to the amount, if drop procedures begin prior to mid-term. If dropped student has a board plan, e-mails Dining Services and Accountant - Accounts Receivable notifying them of the drop.

Accountant – Accounts Receivable

Removes dropped student from board plan billing.

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**DROPPING STUDENT WITH REFUNDED AID**

(See Returned Check section for dropping students for returned checks.)

Students are allowed to sign a credit note for financial assistance when they have not applied in time to receive funds prior to registration. Financial Assistance gives credit pending completion of all necessary applications and other paperwork needed to receive funds. When a student does not follow through with this process by the deadline given on the credit note, Financial Assistance removes the credit given, causing the student to owe that amount in refunded aid. If the amount owed is sufficient to withdraw the student, as decided by the Director of Financial Services and Student Accounts, the following action is taken:

| <u>Responsibility</u>                               | <u>Action</u>  |
|---|--|
| Accountant – Accounts Receivable                    | If not paid by the due date, contacts student by phone. Advises student of the situation and the action to be taken. Forwards note stating the student’s name, ID number, and the reason for withdrawal to Director of Financial Services and Student Accounts for approval. |
| Director of Financial Services and Student Accounts | Signs note approving withdrawal and returns to Accountant – Accounts Receivable. If prior to midterm, include in note to remove drop penalties.  |
| Accountant – Accounts Receivable                    | Forwards note to Registrar, a copy to A/R, and retains a copy.   |
| Registrar   | Withdraws student and informs student’s professors of withdrawal.  |
| Accountant – Accounts Receivable                    | Notifies student by letter that withdrawal has occurred.   |
| Accounts Receivable Manager                         | Removes drop penalties up to the amount, if drop procedures begin prior to midterm. If dropped student has a board plan, e-mails Dining Services and Accountant - Accounts Receivable notifying them of the drop.  |
| Accountant – Accounts Receivable                    | Removes dropped student from board plan billing.   |

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| <p><b>REFUNDS</b></p> <p>Refunds are generated for "change" left from Financial Assistance after charges "on account" have been paid, for class withdrawals during the refund periods, for charges removed after payment of charges have been receipted, and for over payments. Refunds are processed weekly, after all charges, adjustments, money moves, and the applying of Financial Assistance are completed.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Keys all charges during week on a daily basis. Writes up adjustments daily using pre-numbered forms. Keys adjustments. Forwards forms to Accountant – Accounts Receivable for review. On Tuesday, runs Excess Credit List, D7 (#21), and reviews for the check run. Runs “0” drop list to assess administrative fees, D7, #3. Runs a Debit/Credit Balance Accounts Receivable report, BNSRE3, #3. Notes on report where money is to be moved. Forwards report to Accountant – Federal Perkins Loan Officer. Keep notes and backings for all refunds due in a pending file.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td style="vertical-align: top;">Receives adjustment forms and checks all entries against the accounts receivable screen for each student.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Federal Perkins Loan Officer</td> <td style="vertical-align: top;">Receives Debit/Credit Balance Accounts Receivable report and moves money as noted. Returns report to Accounts Receivable Manager.</td> </tr> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Keys administrative fees (not to exceed \$100).</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accounts Receivable Manager | Keys all charges during week on a daily basis. Writes up adjustments daily using pre-numbered forms. Keys adjustments. Forwards forms to Accountant – Accounts Receivable for review. On Tuesday, runs Excess Credit List, D7 (#21), and reviews for the check run. Runs “0” drop list to assess administrative fees, D7, #3. Runs a Debit/Credit Balance Accounts Receivable report, BNSRE3, #3. Notes on report where money is to be moved. Forwards report to Accountant – Federal Perkins Loan Officer. Keep notes and backings for all refunds due in a pending file. | Accountant – Accounts Receivable | Receives adjustment forms and checks all entries against the accounts receivable screen for each student. | Accountant – Federal Perkins Loan Officer | Receives Debit/Credit Balance Accounts Receivable report and moves money as noted. Returns report to Accounts Receivable Manager. | Accounts Receivable Manager | Keys administrative fees (not to exceed \$100). |
| <u>Responsibility</u>  | <u>Action</u>  |                       |               |                             |  |                                  |   |   |   |                             |   |
| Accounts Receivable Manager  | Keys all charges during week on a daily basis. Writes up adjustments daily using pre-numbered forms. Keys adjustments. Forwards forms to Accountant – Accounts Receivable for review. On Tuesday, runs Excess Credit List, D7 (#21), and reviews for the check run. Runs “0” drop list to assess administrative fees, D7, #3. Runs a Debit/Credit Balance Accounts Receivable report, BNSRE3, #3. Notes on report where money is to be moved. Forwards report to Accountant – Federal Perkins Loan Officer. Keep notes and backings for all refunds due in a pending file. |                       |               |                             |  |                                  |   |   |   |                             |   |
| Accountant – Accounts Receivable   | Receives adjustment forms and checks all entries against the accounts receivable screen for each student.  |                       |               |                             |  |                                  |   |   |   |                             |   |
| Accountant – Federal Perkins Loan Officer  | Receives Debit/Credit Balance Accounts Receivable report and moves money as noted. Returns report to Accounts Receivable Manager.  |                       |               |                             |  |                                  |   |   |   |                             |   |
| Accounts Receivable Manager  | Keys administrative fees (not to exceed \$100).  |                       |               |                             |  |                                  |   |   |   |                             |   |

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**REFUNDS (Continued)**

Responsibility

Action

Accounts Receivable Manager

After update on Wednesday, run move money query to verify accuracy, prints transfer excess fee list, "C" and "E" type aid list, excess credit list, housing exceptions list, and housing deposit exceptions list. Checks list with refund notes, Financial Assistance printout of aid applied, and student histories. Writes an explanation beside each amount on the excess credit list unless it is financial assistance. Places a check mark beside credit amount if it is same as financial aid amount. Places a star beside every student on excess credit list who is also on the "C" or "E" type aid list and any amount under \$5.00 OR \$1.00 if financial aid. Makes a calculator tape of the total of excess credit list minus all starred amounts and voided checks for the week plus checks prepaid for the week. Places a star beside checks prepaid for the week. Places holds on items starred (\*) so the check will not run. Matches ending total on calculator tape to the total on check register.

Retrieves checks from vault. Generates checks. Sends e-mail file. Prints Real ACH Report. Gives Accountant - Cash Manager original check register and copy of ACH report. Gives Accounts Payable a note dated and signed with check numbers used and reason (change checks). Makes a copy of excess money list and check register.

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| <p><b>REFUNDS (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Builds pre-note file. Signs onto BB&amp;T Cash Manager. Sends real ACH file, then sends Prenote file. Prints Reports. Gives Director of Financial Services and Student Accounts a copy of check register, copy of excess money list with backings attached, and a copy of ACH report. Keeps copy of check register, original excess money list, "C" and "E" type aid list, copy of hold, transfer fees list in files, housing exceptions list, housing deposit exceptions list in files, and ACH report. Gives Accountant - Cash Manager a copy of ACH report.</td> </tr> <tr> <td style="vertical-align: top;">Check Signer</td> <td style="vertical-align: top;">Files debit/credit list in month-end reports files cabinet in adjustment file. Folds checks and stores in Change Check Box.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Cashiering Services</td> <td style="vertical-align: top;">Signs checks and gives to Accountant – Cashiering Services to store in change check (refund) box or for mailing.</td> </tr> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Holds checks for ten days and mails if not picked up.</td> </tr> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Runs Housing Exception list and Change Check query on Thursday and Friday morning to verify that students receiving change checks have not incurred any additional charges. If a student has incurred a charges, posts refund check back to the student account.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accounts Receivable Manager | Builds pre-note file. Signs onto BB&T Cash Manager. Sends real ACH file, then sends Prenote file. Prints Reports. Gives Director of Financial Services and Student Accounts a copy of check register, copy of excess money list with backings attached, and a copy of ACH report. Keeps copy of check register, original excess money list, "C" and "E" type aid list, copy of hold, transfer fees list in files, housing exceptions list, housing deposit exceptions list in files, and ACH report. Gives Accountant - Cash Manager a copy of ACH report. | Check Signer | Files debit/credit list in month-end reports files cabinet in adjustment file. Folds checks and stores in Change Check Box. | Accountant – Cashiering Services | Signs checks and gives to Accountant – Cashiering Services to store in change check (refund) box or for mailing. | Accounts Receivable Manager | Holds checks for ten days and mails if not picked up. | Accounts Receivable Manager | Runs Housing Exception list and Change Check query on Thursday and Friday morning to verify that students receiving change checks have not incurred any additional charges. If a student has incurred a charges, posts refund check back to the student account. |
| <u>Responsibility</u>   | <u>Action</u>  |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |
| Accounts Receivable Manager   | Builds pre-note file. Signs onto BB&T Cash Manager. Sends real ACH file, then sends Prenote file. Prints Reports. Gives Director of Financial Services and Student Accounts a copy of check register, copy of excess money list with backings attached, and a copy of ACH report. Keeps copy of check register, original excess money list, "C" and "E" type aid list, copy of hold, transfer fees list in files, housing exceptions list, housing deposit exceptions list in files, and ACH report. Gives Accountant - Cash Manager a copy of ACH report. |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |
| Check Signer  | Files debit/credit list in month-end reports files cabinet in adjustment file. Folds checks and stores in Change Check Box.  |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |
| Accountant – Cashiering Services  | Signs checks and gives to Accountant – Cashiering Services to store in change check (refund) box or for mailing.   |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |
| Accounts Receivable Manager   | Holds checks for ten days and mails if not picked up.  |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |
| Accounts Receivable Manager   | Runs Housing Exception list and Change Check query on Thursday and Friday morning to verify that students receiving change checks have not incurred any additional charges. If a student has incurred a charges, posts refund check back to the student account.   |                       |               |                             |  |              |   |                                  |  |                             |   |                             |  |

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**REFUND PROCEDURE FOR STUDENT WITHDRAWING  
WITH FINANCIAL ASSISTANCE**

| <u>Responsibility</u>       | <u>Action</u>   |
|-----------------------------|---|
| Student                     | Obtains proper signatures for approval to drop or withdraw.   |
| Financial Assistance        | Checks student's status and gives counseling about the possibility of owing the University money. Sends student to Registrar's Office to submit withdrawal or drop form.  |
| Registrar                   | Calls Financial Assistance to have student's hour code dropped.   |
| Financial Assistance        | Drops hour code and calls or e-mails Accounts Receivable Manager to calculate refund.   |
| Registrar                   | Enters information to complete drop.  |
| Accounts Receivable Manager | Prepares refund worksheet. (For Title IV assistance recipients, see Title IV Refund Calculation procedure.) Forwards copy of worksheet to Financial Assistance. Retains original worksheet and copy of student history and financial assistance screen. |



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| <p><b>REFUND PROCEDURES FOR STUDENT WITHDRAWING<br/>WITH FINANCIAL ASSISTANCE (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th data-bbox="167 506 365 541" style="text-align: left;"><u>Responsibility</u></th> <th data-bbox="1045 506 1138 541" style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="167 585 456 621">Financial Assistance</td> <td data-bbox="777 585 1406 894">Receives refund worksheet from Accounts Receivable Manager and adjusts assistance when drop has been completed. Prepares Disbursement Authorization Form if any Stafford loan money needs to be returned to lending institution and notifies student if any money received as a refund needs to be returned to FMU.</td> </tr> <tr> <td data-bbox="167 974 602 1010">Accounts Receivable Manager</td> <td data-bbox="777 974 1406 1360">Prints list of all students dropping to zero hours one day prior to "Refund checks" being processed. Reviews list and calculates administrative fee according to University and Federal Regulations. Enters fee on student's account. Verifies refunded aid has been done when necessary. If dropped student has a board plan, e-mails Dining Services and Accountant - Accounts Receivable to notify them of the drop.</td> </tr> <tr> <td data-bbox="167 1404 662 1440">Accountant – Accounts Receivable</td> <td data-bbox="777 1404 1406 1482">Removes dropped student from board plan billing.</td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Financial Assistance | Receives refund worksheet from Accounts Receivable Manager and adjusts assistance when drop has been completed. Prepares Disbursement Authorization Form if any Stafford loan money needs to be returned to lending institution and notifies student if any money received as a refund needs to be returned to FMU. | Accounts Receivable Manager | Prints list of all students dropping to zero hours one day prior to "Refund checks" being processed. Reviews list and calculates administrative fee according to University and Federal Regulations. Enters fee on student's account. Verifies refunded aid has been done when necessary. If dropped student has a board plan, e-mails Dining Services and Accountant - Accounts Receivable to notify them of the drop. | Accountant – Accounts Receivable | Removes dropped student from board plan billing. |
| <u>Responsibility</u>  | <u>Action</u>   |                       |               |                      |   |                             |   |                                  |  |
| Financial Assistance   | Receives refund worksheet from Accounts Receivable Manager and adjusts assistance when drop has been completed. Prepares Disbursement Authorization Form if any Stafford loan money needs to be returned to lending institution and notifies student if any money received as a refund needs to be returned to FMU.   |                       |               |                      |   |                             |   |                                  |  |
| Accounts Receivable Manager  | Prints list of all students dropping to zero hours one day prior to "Refund checks" being processed. Reviews list and calculates administrative fee according to University and Federal Regulations. Enters fee on student's account. Verifies refunded aid has been done when necessary. If dropped student has a board plan, e-mails Dining Services and Accountant - Accounts Receivable to notify them of the drop. |                       |               |                      |   |                             |   |                                  |  |
| Accountant – Accounts Receivable   | Removes dropped student from board plan billing.  |                       |               |                      |   |                             |   |                                  |  |

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**TITLE IV REFUND CALCULATION**

Responsibility

Action

Financial Assistance

Calls or e-mails Accounts Receivable Manager to request a refund calculation. Gives student's name and identification number.

Accounts Receivable Manager

Looks up student history to make sure they are officially dropped. Prints out a copy of their history, #11 on D5 or D6, their address from the student search on screen 19 on D5, and their financial aid review on screen 4 of D5. Also print Unused Aid, D5, #3.

Uses "Return of Title IV Funds on the Web" and types in user name, pin#, and Federal code. Types in the student's social security number. On the next page only fills in the top portion, stating the student's name. Saves this information. Clicks on R2T4 in the bottom left-hand corner of the page.

Picks out the profile that best suits your student. When selecting the year, considers the following: for the Fall 2015 and Spring 2016 year terms, use year 2016; for Fall 2016 and Spring 2017, use year 2017. Clicks the button next to "School Calendar Profile Code". Chooses whether the student was full or part time and type of housing they were staying in. Profiles for each type of scenario (i.e. full-time, part-time, out-of-state, full-time with dorm fees) must be setup prior to completing calculations.

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**TITLE IV REFUND CALCULATION (Continued)**

Responsibility

Action

Accounts Receivable Manager

Fills in the withdrawal date and fills in the amounts of financial aid the student received. Aid with "C" or "E" status cannot be used in the calculation. These funds have not been disbursed. (FA will advise of late disbursements) Saves this information. Prints two copies of the "Return of Title IV Worksheet". When calculating the amount of refunded aid for Financial Aid to key, adds all of the amounts that the school has to return. Calculates the amount of the administrative fee. Takes the student's balance and adds the amount of refunded aid and the administrative fee to determine how much the student will owe. Write these calculations at the bottom of page 2. Sends one copy to financial aid. Attaches all back-ups to other copy and files in the refund folder. Sends certified (initials back of green card) overpayment letter to students that are required to return Pell. Gives copy of the letter to Accountant – Cashiering Services to follow-up. Keys in appropriate flag on student's account if Pell Grant has to be repaid.

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| <p><b>TITLE IV OVERPAYMENTS</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td style="vertical-align: top;">Sends certified letter (Shared Drive) to notify the student about overpayment of Pell and to request funds to be paid within 45 days. Keys Pell Overpayment flag. Gives copy of letter to Accountant – Cashiering Services and Accountant - Student Receivables.<br/><br/>The student must be notified within 30 days from their date of withdrawal.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">Completes misc. fine form and keys charge to student account.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Cashiering Services</td> <td style="vertical-align: top;">Files letters sent to students for overpayment of Title IV funds.<br/><br/>Attaches signed green card to letter. Notifies Financial Aid if student repays the overpayment within 45 days. Notifies Accountant - Student Receivables to remove misc. fine.</td> </tr> <tr> <td style="vertical-align: top;">Financial Assistance</td> <td style="vertical-align: top;">Keys in refunded aid charges equal to the amount paid by the student.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">After 45 days not paid, notifies Accountant - Cashiering Services that student has not paid.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accounts Receivable Manager | Sends certified letter (Shared Drive) to notify the student about overpayment of Pell and to request funds to be paid within 45 days. Keys Pell Overpayment flag. Gives copy of letter to Accountant – Cashiering Services and Accountant - Student Receivables.<br><br>The student must be notified within 30 days from their date of withdrawal. | Accountant – Student Receivables | Completes misc. fine form and keys charge to student account. | Accountant – Cashiering Services | Files letters sent to students for overpayment of Title IV funds.<br><br>Attaches signed green card to letter. Notifies Financial Aid if student repays the overpayment within 45 days. Notifies Accountant - Student Receivables to remove misc. fine. | Financial Assistance | Keys in refunded aid charges equal to the amount paid by the student. | Accountant – Student Receivables | After 45 days not paid, notifies Accountant - Cashiering Services that student has not paid. |
| <u>Responsibility</u>  | <u>Action</u>  |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |
| Accounts Receivable Manager  | Sends certified letter (Shared Drive) to notify the student about overpayment of Pell and to request funds to be paid within 45 days. Keys Pell Overpayment flag. Gives copy of letter to Accountant – Cashiering Services and Accountant - Student Receivables.<br><br>The student must be notified within 30 days from their date of withdrawal. |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |
| Accountant – Student Receivables   | Completes misc. fine form and keys charge to student account.  |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |
| Accountant – Cashiering Services   | Files letters sent to students for overpayment of Title IV funds.<br><br>Attaches signed green card to letter. Notifies Financial Aid if student repays the overpayment within 45 days. Notifies Accountant - Student Receivables to remove misc. fine.  |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |
| Financial Assistance   | Keys in refunded aid charges equal to the amount paid by the student.  |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |
| Accountant – Student Receivables   | After 45 days not paid, notifies Accountant - Cashiering Services that student has not paid.   |                       |               |                             |  |                                  |   |                                  |   |                      |   |                                  |  |

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**TITLE IV OVERPAYMENTS (CONTINUED)**

Responsibility

Action

Accountant – Cashiering Services

Sends a collection form (Shared Drive) to the Department of Education if the student does not pay the full amount of the overpayment after 45 days from the date on the green card at:

U.S. Department of Education  
P.N. Box 4157  
Greenville, TX 75403  
1-800-621-3115

Gives copy of letter to Accountant - Student Receivables to remove misc. fine.

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**INACTIVE STUDENTS WITH DEBIT PLAN BALANCES**

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Administrative Computing         | Prepares list of inactive accounts (6 months) with balances. Forward list to Accounts Receivable.  |
| Accountant – Student Receivables | Reviews list for student who owe the University.<br><br>Prepares check for the amount of inactive accounts who left the University.  |
| Accountant – Student Receivables | Receipts funds to student accounts for those students who owe a balance to the University. Receipts/moves balance of funds to 2-000-R0416-2021.<br><br>*Balances of less than \$5.00 will not be reimbursed. |
| Office of Financial Services     | Prepares cash transfer of fund from R0416 to Scholarship Account   |

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**RETIRING STUDENT RECORDS**

Student Records will be converted from active to inactive if there is no activity for 1 semester.

Information on those students who apply to the University and never enroll will be archived after one year.

Accounting will write off accounts receivable and academic records will be converted to CD after the student has been inactive for five years. (Last term attended 5 years or more and term applied is not in the current year.)

**WRITE OFF STUDENT ACCOUNTS RECEIVABLE**

Responsibility

Action

Administrative Computing Services

Runs printout at end of April of students who have been inactive for five years. Sends list containing name, ID number, and any outstanding balance owed to Director of Financial Services and Student Accounts.

Accountant – Student Receivables

Makes copy of student account detailing reason for charges. Pulls necessary assessments to verify charges. Writes and keys adjustment sheet to remove charges from student account. Keeps original adjustment sheet, copy of student account, and copy of assessments for files. Sends copy of student account and original assessments to Accountant – Federal Perkins Loan Officer for permanent hold file. (See Permanent Hold File Procedure) Sends copy of adjustment sheet and copy of assessments to Director of Accounting Services.

\*\*Permanent Hold must be keyed before Archive run.\*\*

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**WRITE OFF STUDENT ACCOUNTS RECEIVABLE (Continued)**

Responsibility

Action

Director of Accounting Services

Keys journal entries based on information received from Accountant - Student Receivables. (Journal entries must be done in the same month assessments are removed from student's account.) Uses journal entries to balance at end of month.



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|---|--|-----------------------|---------------|----------------------------------|--|---|--|-------------------------------|--|----------------------------------|--|
| <b>ACCOUNTS RECEIVABLE</b>  | Page Number:<br><b>P.III.H.3</b>   |                       |               |                                  |  |   |  |                               |  |                                  |  |
| <p><b>ASSIGNING OVERDUE ACCOUNTS TO COLLECTION AGENCY</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td style="vertical-align: top;">Prints list of students in zero hours who owe Accounting. This is run after Administrative Computer Services moves active files to inactive in March and October. Housing reviews all housing charges. Compares previous printout and sends "first collection letter" to all students who were not on previous list. Allows 21 days for payment to be made. (Student may at this time set up a repayment schedule.) Sends certified letter notifying students still owing \$100 or more that he will be turned over to collection if he does not pay by a certain date. If payment or a repayment schedule is not received, prepares a list of students and submits to Director of Financial Services and Student Accounts. Updates spreadsheet.</td> </tr> <tr> <td style="vertical-align: top;">Director of Financial Services and Student Accounts</td> <td style="vertical-align: top;">Reviews list of students to be sent to collection and sends it to collection Agency Coordinator with a note requesting these students be turned over to collection agency.</td> </tr> <tr> <td style="vertical-align: top;">Collection Agency Coordinator</td> <td style="vertical-align: top;">Assigns account to collection agency. The date of delinquency for these accounts is the date we assign them to a collection agency for the first time.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Accounts Receivable</td> <td style="vertical-align: top;">Flags student account for collections. Creates a collection folder for each student. Receipts money collected from agencies on student's account. Receipts agency fees to bad debt expense. Updates spreadsheet.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accountant – Accounts Receivable | Prints list of students in zero hours who owe Accounting. This is run after Administrative Computer Services moves active files to inactive in March and October. Housing reviews all housing charges. Compares previous printout and sends "first collection letter" to all students who were not on previous list. Allows 21 days for payment to be made. (Student may at this time set up a repayment schedule.) Sends certified letter notifying students still owing \$100 or more that he will be turned over to collection if he does not pay by a certain date. If payment or a repayment schedule is not received, prepares a list of students and submits to Director of Financial Services and Student Accounts. Updates spreadsheet. | Director of Financial Services and Student Accounts | Reviews list of students to be sent to collection and sends it to collection Agency Coordinator with a note requesting these students be turned over to collection agency. | Collection Agency Coordinator | Assigns account to collection agency. The date of delinquency for these accounts is the date we assign them to a collection agency for the first time. | Accountant – Accounts Receivable | Flags student account for collections. Creates a collection folder for each student. Receipts money collected from agencies on student's account. Receipts agency fees to bad debt expense. Updates spreadsheet. |
| <u>Responsibility</u>   | <u>Action</u>  |                       |               |                                  |  |   |  |                               |  |                                  |  |
| Accountant – Accounts Receivable  | Prints list of students in zero hours who owe Accounting. This is run after Administrative Computer Services moves active files to inactive in March and October. Housing reviews all housing charges. Compares previous printout and sends "first collection letter" to all students who were not on previous list. Allows 21 days for payment to be made. (Student may at this time set up a repayment schedule.) Sends certified letter notifying students still owing \$100 or more that he will be turned over to collection if he does not pay by a certain date. If payment or a repayment schedule is not received, prepares a list of students and submits to Director of Financial Services and Student Accounts. Updates spreadsheet. |                       |               |                                  |  |   |  |                               |  |                                  |  |
| Director of Financial Services and Student Accounts   | Reviews list of students to be sent to collection and sends it to collection Agency Coordinator with a note requesting these students be turned over to collection agency.   |                       |               |                                  |  |   |  |                               |  |                                  |  |
| Collection Agency Coordinator   | Assigns account to collection agency. The date of delinquency for these accounts is the date we assign them to a collection agency for the first time.   |                       |               |                                  |  |   |  |                               |  |                                  |  |
| Accountant – Accounts Receivable  | Flags student account for collections. Creates a collection folder for each student. Receipts money collected from agencies on student's account. Receipts agency fees to bad debt expense. Updates spreadsheet.   |                       |               |                                  |  |   |  |                               |  |                                  |  |

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**ASSIGNING OVERDUE ACCOUNTS TO COLLECTION AGENCY (Continued)**

Responsibility

Action

Collection Agency Coordinator

Approves invoice from collection agency for collection cost, codes it to bad debt expense, and forwards it to Accounts Payable for payment.

Sends the account to the second collection agency if the first agency is unable to collect from the student. (If still unsuccessful at collecting and is inactive for five years, Accounting writes off account before moving to archives. Updates spreadsheet.

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| <p><b>BAD DEBTS COLLECTED BY SOUTH CAROLINA DEPARTMENT OF<br/>REVENUE AND TAXATION THROUGH STATE TAX RETURNS</b></p> |  |
| <u>Responsibility</u>  | <u>Action</u>  |
| Collection Agency Coordinator  | <p>Updates list in system to include new student at the collection agencies (pending payment received after notification) and informs Administrative Computing Services when tape is ready to forward to South Carolina Department of Revenue and Taxation.</p> <p>July 1st of each year submits Notice of Participation of DOR.</p> <p>October 1st of each year sends letter to inactive student of our intent to submit to DOR. Flags account with X.</p> <p>November 15th of each year completes list to submit to DOR. Uploads file to DOR with FEC-8 Form.</p> <p>Updates list as student balances change. Submits changes and deletions after Jan 15th of each year.</p> |
| Cashier  | Receipts funds collected into student accounts.  |
| Student Collection Agency Coordinator  | Appeals after submitted to DOR. Submits GEC-2 to DOR and forwards appeal to Director of Financial Services and Student Accounts.   |
| Director of Financial Services and Student Accounts  | Informs Debtor of date, time, location of leaving. Informs debtor of options as set forth by DOR. Informs debtor of decision in writing. Completes GEC-3 and submits to DOR.   |

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**INVOICING**

For all anticipated payments of funds from external entities, documentation should be submitted to the Accounting Office. All invoices will be prepared and mailed by the Accounting Office. Exception: Invoicing for rebates. When purchases are made which allow mail in rebates, Accounting will set up a receivable and credit the expense for those greater than or equal to \$50. If funds are not collected, the receivable will be voided and the expense account will be charged at the time it is determined to be uncollectible. If the rebate is less than \$50, the expense will not be credited until the funds are collected.

**REBATES**

Responsibility

Action

|                             |   |
|-----------------------------|---|
| Requester                   | Files rebate request with appropriate receipts and documentation. Informs Accounting about vendor, amount, cost code, and item purchased.                     |
| Accounts Receivable Manager | Sets up receivable if rebate is greater than or equal to \$50. If the rebate is less than \$50 informs requester to bring funds to Accounting when collected. |
| Requester                   | Receives check and forwards to Accounting.  |
| Cashier                     | Receipts check against receivable. (For checks less than \$50, Accounts Receivable Manager must first set up receivable.)                                     |

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| <p><b>ANTICIPATED ATHLETIC RECEIVABLES</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="164 583 451 621">Athletic Department</td> <td data-bbox="776 583 1409 779">Sends appropriate documentation on all anticipated revenues such as copies of invitations to tournaments at FMU, reimbursement notices of guaranty fees, etc. to Accounts Receivable Manager.</td> </tr> <tr> <td data-bbox="164 821 602 858">Accounts Receivable Manager</td> <td data-bbox="776 821 1409 1094">Reviews information sent by the Athletic Department. Prepares invoice based on information with appropriate account number and gives invoice and documentation to Director of Financial Services and Student Accounts for approval.</td> </tr> <tr> <td data-bbox="164 1136 646 1209">Director of Financial Services and Student Accounts</td> <td data-bbox="776 1136 1409 1209">Approves invoice and returns to Accounts Receivable Manager.</td> </tr> <tr> <td data-bbox="164 1251 602 1289">Accounts Receivable Manager</td> <td data-bbox="776 1251 1409 1482">Keys invoice in system by revenue code. Mails appropriate copies and needed documentation to customer. Sends yellow copy of invoice to the Financial Services for budget adjustments. Files invoice until end of month to check against printout.</td> </tr> <tr> <td data-bbox="164 1524 646 1562">Accountant – Cashiering Services</td> <td data-bbox="776 1524 1360 1562">Receipts payment under invoice number.</td> </tr> <tr> <td data-bbox="164 1604 602 1642">Accounts Receivable Manager</td> <td data-bbox="776 1604 1409 1724">Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room.</td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Athletic Department | Sends appropriate documentation on all anticipated revenues such as copies of invitations to tournaments at FMU, reimbursement notices of guaranty fees, etc. to Accounts Receivable Manager. | Accounts Receivable Manager | Reviews information sent by the Athletic Department. Prepares invoice based on information with appropriate account number and gives invoice and documentation to Director of Financial Services and Student Accounts for approval. | Director of Financial Services and Student Accounts | Approves invoice and returns to Accounts Receivable Manager. | Accounts Receivable Manager | Keys invoice in system by revenue code. Mails appropriate copies and needed documentation to customer. Sends yellow copy of invoice to the Financial Services for budget adjustments. Files invoice until end of month to check against printout. | Accountant – Cashiering Services | Receipts payment under invoice number. | Accounts Receivable Manager | Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room. |
| <u>Responsibility</u>  | <u>Action</u>   |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Athletic Department  | Sends appropriate documentation on all anticipated revenues such as copies of invitations to tournaments at FMU, reimbursement notices of guaranty fees, etc. to Accounts Receivable Manager.   |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Accounts Receivable Manager  | Reviews information sent by the Athletic Department. Prepares invoice based on information with appropriate account number and gives invoice and documentation to Director of Financial Services and Student Accounts for approval.               |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Director of Financial Services and Student Accounts  | Approves invoice and returns to Accounts Receivable Manager.  |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Accounts Receivable Manager  | Keys invoice in system by revenue code. Mails appropriate copies and needed documentation to customer. Sends yellow copy of invoice to the Financial Services for budget adjustments. Files invoice until end of month to check against printout. |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Accountant – Cashiering Services   | Receipts payment under invoice number.  |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |
| Accounts Receivable Manager  | Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room.   |                       |               |                     |   |                             |   |   |  |                             |   |                                  |  |                             |   |

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**UNANTICIPATED ATHLETIC RECEIVABLES**

| <u>Responsibility</u>                               | <u>Action</u>  |
|---|--|
| Athletic Department                                 | Brings receipts to Accounts Receivable.  |
| Accounts Receivable Manager                         | Interviews the Athletic Department staff and prepares invoice with appropriate account number. Attaches receipts and any information available and forwards to the Director of Financial Services and Student Accounts for approval. |
| Director of Financial Services and Student Accounts | Approves invoice and returns it to Accounts Receivable Manager.  |
| Accounts Receivable Manager                         | Keys invoice in system by revenue code. Mails appropriate copies to customer and sends yellow copy to Financial Services for budget adjustments. Files invoice until end of month to check against printout.                         |
| Accountant – Cashiering Services                    | Receipts monies against receivable.  |
| Accounts Receivable Manager                         | Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room.  |

If inappropriate procedures have been used to collect funds, the Director of Athletics is sent an explanation of non-adherence to Revenue Collection Guidelines form to complete and return to the Assistant Vice President for Accounting.

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**TRAFFIC FINES**

The Francis Marion University Campus Police enforce regulations regarding the operation and parking of vehicles on campus. Rules and regulations for the operation and parking of vehicles on campus are published in the *Traffic Regulations Manual*. This manual is available in the Cashier Office and in the Campus Police Office. Traffic tickets, which are in three part pre-numbered forms, are given to all that violate these rules and regulations.

Responsibility

Action

Campus Police

Observes violation, issues ticket, and places original (tan) copy on vehicle or gives to violator. Researches vehicle registration cards and tag information file and places name and/or ID number on pink and yellow copies. Sends list of tag numbers of those tickets which cannot be matched with a name to the Florence County Sheriff's Department.

Florence County Sheriff's Department

Uses tag number to obtain name and address of registered owner of vehicle. Writes information on a list and returns to Campus Police Department.

Campus Police

Compares current student, faculty, and staff information with name and address information received from Sheriff's Department. Enters name and ID number on pink and yellow copies of ticket. Prints name, address, make of car, and license tag number on back of pink and yellow copies. (Tickets that cannot be traced to a student at Francis Marion University are considered to be non-student traffic tickets.)

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| <b>TRAFFIC FINES (Continued)</b>        |  |
| <u>Responsibility</u>                   | <u>Action</u>  |
| Campus Police                           | Enters all new information received on personal computer database for future reference. Sends the yellow copy of all tickets to Accountant - Student Receivables and retains the pink copy for files.  |
| Accountant – Student Receivables        | Keys traffic ticket number(s) into Excel log. Matches ticket numbers against unmatched appeal forms and pre-paid tickets. Inquires about missing ticket numbers.<br><br>Compares non-student ticket(s) that are not faculty or staff to active and inactive undergraduate and graduate information on file in Bosanova. If match is found, enters name and ID number on yellow copy and notifies Campus Police of this information. Keys in both student and non-student tickets. Files in current year traffic ticket folder. (All traffic fines double fourteen calendar days after ticket is issued.) |



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|--|---|-----------------------|---------------|----------|----------------------------------|--|----|----------------------------------|---|----------------------------------|---|---|--|----------------------------------|--|--|----|--|---|
| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.J.3</b>  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| <p><b>TRAFFIC FINES (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Violator</td> <td style="vertical-align: top;">Pays ticket in Cashier's Office.</td> </tr> <tr> <td></td> <td style="text-align: center;">OR</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">Appeals ticket by filling out Traffic Appeal form in Cashier Office or Accounting Office within fourteen (14) days of receiving ticket.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">Removes appealed traffic ticket charge from violator's account. Attaches yellow copy of ticket to appeal and forwards to Chief of Campus Police. If appeal comes in before the yellow ticket, places in file and checks against newly received tickets daily.</td> </tr> <tr> <td style="vertical-align: top;">Vice President for Student Affairs and Dean of Students</td> <td style="vertical-align: top;">Convenes Traffic committee to review appeal(s). Forwards letter setting forth the Committee's decision to the violator. Forwards appeal, copy of letter, and yellow copy of ticket back to Accountant - Student Receivables.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">If appeal was approved, notes this on yellow copy of ticket. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in paid file.</td> </tr> <tr> <td></td> <td style="text-align: center;">OR</td> </tr> <tr> <td></td> <td style="vertical-align: top;">If appeal was denied, re-keys ticket using due date written on the letter. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in current year traffic ticket folder.</td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Violator | Pays ticket in Cashier's Office. |  | OR | Accountant – Student Receivables | Appeals ticket by filling out Traffic Appeal form in Cashier Office or Accounting Office within fourteen (14) days of receiving ticket. | Accountant – Student Receivables | Removes appealed traffic ticket charge from violator's account. Attaches yellow copy of ticket to appeal and forwards to Chief of Campus Police. If appeal comes in before the yellow ticket, places in file and checks against newly received tickets daily. | Vice President for Student Affairs and Dean of Students | Convenes Traffic committee to review appeal(s). Forwards letter setting forth the Committee's decision to the violator. Forwards appeal, copy of letter, and yellow copy of ticket back to Accountant - Student Receivables. | Accountant – Student Receivables | If appeal was approved, notes this on yellow copy of ticket. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in paid file. |  | OR |  | If appeal was denied, re-keys ticket using due date written on the letter. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in current year traffic ticket folder. |
| <u>Responsibility</u>  | <u>Action</u>   |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| Violator   | Pays ticket in Cashier's Office.  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
|  | OR  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| Accountant – Student Receivables   | Appeals ticket by filling out Traffic Appeal form in Cashier Office or Accounting Office within fourteen (14) days of receiving ticket.   |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| Accountant – Student Receivables   | Removes appealed traffic ticket charge from violator's account. Attaches yellow copy of ticket to appeal and forwards to Chief of Campus Police. If appeal comes in before the yellow ticket, places in file and checks against newly received tickets daily. |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| Vice President for Student Affairs and Dean of Students  | Convenes Traffic committee to review appeal(s). Forwards letter setting forth the Committee's decision to the violator. Forwards appeal, copy of letter, and yellow copy of ticket back to Accountant - Student Receivables.                                  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
| Accountant – Student Receivables   | If appeal was approved, notes this on yellow copy of ticket. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in paid file.  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
|  | OR  |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |
|  | If appeal was denied, re-keys ticket using due date written on the letter. Files yellow copy of ticket, appeal, and copy of Traffic Committee letter in current year traffic ticket folder.   |                       |               |          |                                  |  |    |                                  |   |                                  |   |   |  |                                  |  |  |    |  |   |

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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.J.4</b>  |                       |               |                                  |   |               |   |
| <p><b>TRAFFIC FINES (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">At end of month, transfers all paid traffic tickets to current year paid folder. Sends memo containing names of all faculty/staff with past due traffic tickets to Vice President for Accounting. Sends listing of all traffic tickets to Campus Police upon request.</td> </tr> <tr> <td style="vertical-align: top;">Campus Police</td> <td style="vertical-align: top;"> <p>Reviews non-student traffic tickets weekly. Reserves option to forward non-student tickets to Solicitor's Office if balance remains unpaid ten days after receiving Campus Police letter. Immobilizes vehicle if three or more violations have occurred within twelve months and remain unpaid.</p> <p>NOTE: Late charges may be removed with the approval of the Vice President for Business Affairs, Chief of Campus Police, the Assistant Vice President for Accounting, or the Director of Financial Services and Student Accounts, if there appears to be inadequate notification of violation.</p> </td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Accountant – Student Receivables | At end of month, transfers all paid traffic tickets to current year paid folder. Sends memo containing names of all faculty/staff with past due traffic tickets to Vice President for Accounting. Sends listing of all traffic tickets to Campus Police upon request. | Campus Police | <p>Reviews non-student traffic tickets weekly. Reserves option to forward non-student tickets to Solicitor's Office if balance remains unpaid ten days after receiving Campus Police letter. Immobilizes vehicle if three or more violations have occurred within twelve months and remain unpaid.</p> <p>NOTE: Late charges may be removed with the approval of the Vice President for Business Affairs, Chief of Campus Police, the Assistant Vice President for Accounting, or the Director of Financial Services and Student Accounts, if there appears to be inadequate notification of violation.</p> |
| <u>Responsibility</u>  | <u>Action</u>   |                       |               |                                  |   |               |   |
| Accountant – Student Receivables   | At end of month, transfers all paid traffic tickets to current year paid folder. Sends memo containing names of all faculty/staff with past due traffic tickets to Vice President for Accounting. Sends listing of all traffic tickets to Campus Police upon request.   |                       |               |                                  |   |               |   |
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|---|---|-----------------------|---------------|-----------------------|--|----------------------------------|--|-----------------------|---|----------------------------------|---|
| <b>ACCOUNTS RECEIVABLE</b>  | Page Number:<br><b>P.III.J.5</b>  |                       |               |                       |  |                                  |  |                       |   |                                  |   |
| <p><b>MISCELLANEOUS FINES</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Initiating Department</td> <td style="vertical-align: top;">Contacts Accountant - Student Receivables to inform of a need to assess a miscellaneous fine and requests the proper form.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;">Forwards proper form to initiating department.</td> </tr> <tr> <td style="vertical-align: top;">Initiating Department</td> <td style="vertical-align: top;">Completes form and returns to Accountant - Student Receivables.</td> </tr> <tr> <td style="vertical-align: top;">Accountant – Student Receivables</td> <td style="vertical-align: top;"> <p>Checks form for proper signature and appropriate documentation, assigns a reference number to fine, and keys the fine on student’s account.</p> <p>Monthly, balances the A/R total (the total amount of Misc. fines) against the General Ledger amount for Undistributed Revenue less any transactions after month end. Reviews the Misc. fines printout and pulls any paid fines paperwork. Adds up the total number of full payments made. Using the Undistributed Revenue spreadsheet, backs out any partial payments made and any adjustments from the Total Received amount. (For instance, if a misc. fine was paid then voided, this amount would be subtracted out along with the partial payments.) The ending number should equal the total amount of full payments. Prepares a memo for Accountant - Financial Reporting to distribute the money paid for fines by listing total amounts of money paid for each separate account.</p> </td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Initiating Department | Contacts Accountant - Student Receivables to inform of a need to assess a miscellaneous fine and requests the proper form. | Accountant – Student Receivables | Forwards proper form to initiating department. | Initiating Department | Completes form and returns to Accountant - Student Receivables. | Accountant – Student Receivables | <p>Checks form for proper signature and appropriate documentation, assigns a reference number to fine, and keys the fine on student’s account.</p> <p>Monthly, balances the A/R total (the total amount of Misc. fines) against the General Ledger amount for Undistributed Revenue less any transactions after month end. Reviews the Misc. fines printout and pulls any paid fines paperwork. Adds up the total number of full payments made. Using the Undistributed Revenue spreadsheet, backs out any partial payments made and any adjustments from the Total Received amount. (For instance, if a misc. fine was paid then voided, this amount would be subtracted out along with the partial payments.) The ending number should equal the total amount of full payments. Prepares a memo for Accountant - Financial Reporting to distribute the money paid for fines by listing total amounts of money paid for each separate account.</p> |
| <u>Responsibility</u>   | <u>Action</u>   |                       |               |                       |  |                                  |  |                       |   |                                  |   |
| Initiating Department   | Contacts Accountant - Student Receivables to inform of a need to assess a miscellaneous fine and requests the proper form.  |                       |               |                       |  |                                  |  |                       |   |                                  |   |
| Accountant – Student Receivables  | Forwards proper form to initiating department.  |                       |               |                       |  |                                  |  |                       |   |                                  |   |
| Initiating Department   | Completes form and returns to Accountant - Student Receivables.   |                       |               |                       |  |                                  |  |                       |   |                                  |   |
| Accountant – Student Receivables  | <p>Checks form for proper signature and appropriate documentation, assigns a reference number to fine, and keys the fine on student’s account.</p> <p>Monthly, balances the A/R total (the total amount of Misc. fines) against the General Ledger amount for Undistributed Revenue less any transactions after month end. Reviews the Misc. fines printout and pulls any paid fines paperwork. Adds up the total number of full payments made. Using the Undistributed Revenue spreadsheet, backs out any partial payments made and any adjustments from the Total Received amount. (For instance, if a misc. fine was paid then voided, this amount would be subtracted out along with the partial payments.) The ending number should equal the total amount of full payments. Prepares a memo for Accountant - Financial Reporting to distribute the money paid for fines by listing total amounts of money paid for each separate account.</p> |                       |               |                       |  |                                  |  |                       |   |                                  |   |

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**MISCELLANEOUS FINES (Continued)**

Francis Marion University has entered into agreements with foreign institutions to exchange students for the purpose of promoting scholarly exchange and international understanding.

**EXCHANGE STUDENTS  
FMU STUDENTS GOING TO ANOTHER INSTITUTION**

Responsibility

Action

Registrar

Receives a copy of approved contract with student's name, social security number and term. Creates a contract course for the term. Forwards a copy of the contract to Accounting and Financial Assistance. Sends memo to Accounts Receivable Manager with course title and section number to flag as contract.

Accounts Receivable Manager

Flags course as contract. Sets up an account for the exchange institution. Completes a miscellaneous fine form for each student for the amount of fees (housing and board if applicable).

Registrar

Registers student into course.

Accountant – Student Receivables

Keys miscellaneous fine and files form. (Once the fine is paid funds are moved to the exchange account for the appropriate institution to cover the scholarship expense of the students coming to FMU.)

Financial Assistance

Keys aid if applicable. Keys "force" on aid.

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**MISCELLANEOUS FINES (Continued)**

**EXCHANGE STUDENTS  
STUDENTS COMING TO FMU**

| <u>Responsibility</u>       | <u>Action</u>  |
|-----------------------------|--|
| Registrar                   | Receives memo with student's name, ID number, term of enrollment and home institution. Registers students for classes. Forwards information to Accounts Receivable Manager and Financial Assistance. |
| Financial Assistance        | Keys scholarship for each student under appropriate account (home institution).  |
| Accounts Receivable Manager | Files copy of memo.  |

Current exchange programs:

|                            |      |
|----------------------------|------|
| British Columbia           | 4580 |
| Burgundy                   | 4600 |
| Caen Lower-Normandy-France | 4605 |
| Cuernavaca                 | 4618 |
| De Montfort                | 4630 |
| Tours - France             | 4635 |
| Heilbronn                  | 4705 |
| Ireland Maynooth           | 4707 |
| Schmalkalden               | 4833 |
| Trier                      | 4865 |

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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.K.1</b>  |                       |               |      |   |                             |   |
| <p><b>RETURNED CHECKS</b></p> <p>A check that is returned from a bank due to insufficient funds, a closed account, or other reasons, is considered a "Return Check." A thirty dollar fine is charged for each check returned.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Bank</td> <td>Verifies checks are run through twice before returning them. Returns check attached to a debit advice by mail or in the daily bag to the Accounting Office.</td> </tr> <tr> <td style="vertical-align: top;">Accounts Receivable Manager</td> <td> <p>Keys identification number on student search. Enters as non-student if name not found. Otherwise, keys charges as an assessment on student account. Keys charge with due date as previous day to generate an automatic \$30 charge. Enters check information into return check log on Excel spreadsheet. Enters appropriate data into bad check database. Makes two copies of the check. Puts one copy in the returned check file and forwards the other copy and advice to Accountant – Cash Manager. Determines which letter to send:</p> <ol style="list-style-type: none"> <li>1. Solicitor's Office letter (OBAA1-P to person who wrote check and OBAA1-2 to student if check was written by someone else on student's behalf) in all cases, except those that are made out for fees, those that are stopped, and second party checks.</li> <li>2. Endorsement letter (OBAA2) For an endorser of any check.</li> <li>3. No Solicitor's Office letter (OBAA3-P) For stop payments and non-students who wrote checks for fees.</li> </ol> <p>Students are removed from the bad check list 3 yrs. from the date of their last bad check. The flag is also removed.</p> </td> </tr> </tbody> </table> |   | <u>Responsibility</u> | <u>Action</u> | Bank | Verifies checks are run through twice before returning them. Returns check attached to a debit advice by mail or in the daily bag to the Accounting Office. | Accounts Receivable Manager | <p>Keys identification number on student search. Enters as non-student if name not found. Otherwise, keys charges as an assessment on student account. Keys charge with due date as previous day to generate an automatic \$30 charge. Enters check information into return check log on Excel spreadsheet. Enters appropriate data into bad check database. Makes two copies of the check. Puts one copy in the returned check file and forwards the other copy and advice to Accountant – Cash Manager. Determines which letter to send:</p> <ol style="list-style-type: none"> <li>1. Solicitor's Office letter (OBAA1-P to person who wrote check and OBAA1-2 to student if check was written by someone else on student's behalf) in all cases, except those that are made out for fees, those that are stopped, and second party checks.</li> <li>2. Endorsement letter (OBAA2) For an endorser of any check.</li> <li>3. No Solicitor's Office letter (OBAA3-P) For stop payments and non-students who wrote checks for fees.</li> </ol> <p>Students are removed from the bad check list 3 yrs. from the date of their last bad check. The flag is also removed.</p> |
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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.K.2</b>   |                       |               |                             |  |                                  |  |                             |   |                                  |  |                             |  |
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| Accountant – Cashiering Services   | <p>Receipts payments of returned checks. Returns check or copy to payee upon request. Documents payment on our copy of the letter and returns letter to Accounts Receivable Manager.</p>   |                       |               |                             |  |                                  |  |                             |   |                                  |  |                             |  |
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| Accounts Receivable Manager  | <p>Keys in Solicitor's Office information on bad check database (automatically adds person to bad check list and updates bad check flags.)</p>   |                       |               |                             |  |                                  |  |                             |   |                                  |  |                             |  |

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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.K.3</b>   |                       |               |                             |  |                           |  |                             |  |
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|---|--|-----------------------|---------------|-----------------------------|---|----------------------------------|--|---|--|----------------------------------|-----------------------------|-----------|--|----------------------------------|---|---|--|-----------------------------|--|----------------------------------|--|
| <b>ACCOUNTS RECEIVABLE</b>  | Page Number:<br><b>P.III.K.4</b>   |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| <p><b>RETURNED CHECKS FOR FEES</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td>Accounts Receivable Manager</td> <td>Sends fee letter which gives 5 days for the student to pay for the check.</td> </tr> <tr> <td>Accountant – Student Receivables</td> <td>If not paid in 5 days, sends note to Director of Financial Services and Student Accounts for approval of withdrawal.</td> </tr> <tr> <td>Director of Financial Services and Student Accounts</td> <td>Signs note approving withdrawal and returns to Accountant – Student Receivables.</td> </tr> <tr> <td>Accountant – Student Receivables</td> <td>Forwards note to Registrar.</td> </tr> <tr> <td>Registrar</td> <td>Withdraws student and notifies professors.</td> </tr> <tr> <td>Accountant – Student Receivables</td> <td>Sends note to Director of Financial Services and Student Accounts to remove drop penalties if prior to midterm.</td> </tr> <tr> <td>Director of Financial Services and Student Accounts</td> <td>Approves and forward to Accounts Receivable Manager to remove drop penalties. (If after midterm, no drop penalties are removed.)</td> </tr> <tr> <td>Accounts Receivable Manager</td> <td>Removes drop penalties up to the amount owed and the return check fee.</td> </tr> <tr> <td>Accountant – Student Receivables</td> <td>Emails the appropriate office if they were assessed for housing and/or meal plan to notify them of the drop.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> | Accounts Receivable Manager | Sends fee letter which gives 5 days for the student to pay for the check. | Accountant – Student Receivables | If not paid in 5 days, sends note to Director of Financial Services and Student Accounts for approval of withdrawal. | Director of Financial Services and Student Accounts | Signs note approving withdrawal and returns to Accountant – Student Receivables. | Accountant – Student Receivables | Forwards note to Registrar. | Registrar | Withdraws student and notifies professors. | Accountant – Student Receivables | Sends note to Director of Financial Services and Student Accounts to remove drop penalties if prior to midterm. | Director of Financial Services and Student Accounts | Approves and forward to Accounts Receivable Manager to remove drop penalties. (If after midterm, no drop penalties are removed.) | Accounts Receivable Manager | Removes drop penalties up to the amount owed and the return check fee. | Accountant – Student Receivables | Emails the appropriate office if they were assessed for housing and/or meal plan to notify them of the drop. |
| <u>Responsibility</u>   | <u>Action</u>  |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accounts Receivable Manager   | Sends fee letter which gives 5 days for the student to pay for the check.  |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accountant – Student Receivables  | If not paid in 5 days, sends note to Director of Financial Services and Student Accounts for approval of withdrawal.             |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Director of Financial Services and Student Accounts   | Signs note approving withdrawal and returns to Accountant – Student Receivables.   |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accountant – Student Receivables  | Forwards note to Registrar.  |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Registrar   | Withdraws student and notifies professors.   |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accountant – Student Receivables  | Sends note to Director of Financial Services and Student Accounts to remove drop penalties if prior to midterm.                  |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Director of Financial Services and Student Accounts   | Approves and forward to Accounts Receivable Manager to remove drop penalties. (If after midterm, no drop penalties are removed.) |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accounts Receivable Manager   | Removes drop penalties up to the amount owed and the return check fee.   |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |
| Accountant – Student Receivables  | Emails the appropriate office if they were assessed for housing and/or meal plan to notify them of the drop.                     |                       |               |                             |   |                                  |  |   |  |                                  |                             |           |  |                                  |   |   |  |                             |  |                                  |  |

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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.K.5</b>  |
| <p><b>MAILING CERTIFIED LETTERS RELATING TO RETURNED CHECKS<br/>TO STUDENTS WHO RESIDE ON CAMPUS</b></p> |   |
| <u>Responsibility</u>  | <u>Action</u>   |
| Accounts Receivable Manager  | Reviews addresses in computer system to determine current local address prior to mailing letter.  |
| Housing Office   | Signs certified letter for student living in housing. Logs letter and places special card in student's box notifying him/her to bring card to office and sign for certified letter.   |
| Student  | Returns card and signs log stating he/she has received certified letter.  |
| Housing Office   | Forwards card to Accounts Receivable Manager.   |
| Accounts Receivable Manager  | Attaches card to return check letter, which indicates that the student has received certified letter.   |
| <p><b>OR</b></p>   |   |
|  | Attaches green certified card returned by postal service to unclaimed letter returned by housing. Notifies Chief of Campus Police that there is a letter to be delivered to a housing student if student ignores housing attempt. |
| Campus Police Officer  | Delivers letter and has student sign green certified letter card indicating he/she has received letter.   |
|  | Returns certified letter card to Accounting.  |
| Accounts Receivable Manager  | Attaches green and blue cards to student's return check letter.   |

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| <b>ACCOUNTS RECEIVABLE</b>                       | Page Number:<br><b>P.III.K.6</b>   |
| <b>RETURNED CHECKS FROM DEVELOPMENT</b>          |  |
| <u>Responsibility</u>                            | <u>Action</u>  |
| Development                                      | Receives check from donor and indicates by stamping with "D" stamp. Brings check to Cashier's Office to receipt into appropriate development account.  |
| Accounts Receivable Manager                      | Receives check back from bank due to uncollected funds. Keys on system as student or non-student returned check. Notifies Development that check has been returned and gives them copy of original check.  |
| Development                                      | Notifies drawer in writing of returned check. Sends copy of letter to Accounts Receivable Manager.   |
| Accounts Receivable Manager                      | Files copy of letter along with original returned check in returned check folder. Verifies monthly printout to "Returned Check" letters. If payment has not been received within one month from date of returned check letter, gives Director of Accounting Services memo to write off and charge back to appropriate Development account. If payment has been received, notes date paid on copy of returned check letter and moves to paid folder in file room. |
| <b>Returned Checks from Center for the Child</b> |  |
| Accounts Receivable Manager                      | Sets up receivable to 1-00-T2001-0000. Gives a copy to Cash Manager and notifies CfC of returned check for them to proceed with collections.   |
| Cashier  | Post payment to receivable when collected by CfC.  |

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| <b>ACCOUNTS RECEIVABLE</b>   | Page Number:<br><b>P.III.K.7</b>   |
| <b>SENDING CHECKS TO THE FLORENCE COUNTY SOLICITOR'S OFFICE<br/>WORTHLESS CHECK UNIT</b> |  |
| <u>Responsibility</u>  | <u>Action</u>  |
| Accountant – Student Receivables   | Pulls overdue checks from returned check folder. Reviews student histories or non-student review to make sure not paid. Checks to make sure in-state and street address is available and that the check was deposited within 10 days of the date on the check. Checks for certified letter return receipt on check packets to ensure the person was notified or verifies that the post office has attempted 3 times to send the certified letter. Gives checks and note to Director of Financial Services and Student Accounts for approval by 2:00 p.L. |
| Director Of Financial Services and Student Accounts                                      | Approves note and returns to Accountant – Student Receivables. Re-checks to make sure payment has not been made, then submits checks to the Solicitor's Office. Gives copy of final list of students being sent to Solicitor's Office to Accounts Receivable Manager.  |
| Accounts Receivable Manager  | Adds Solicitor's Office information to Bad Check database.   |
| Accountant – Cashiering Services   | Waits for payment to come from the Florence County Solicitor's Office Worthless Check Unit and receipts accordingly. Does not accept payment from any other person or place once the check has been submitted to the Solicitor's Office.   |
| Accounts Receivable Manager  | Files returned check and letter in paid folder if payment is made by Financial Assistance.   |

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| <b>PAYMENT PLAN ENROLLMENT</b>          |   |
| <u>Responsibility</u>                   | <u>Action</u>   |
| Student                                 | <p>Receives Payment Plan Enrollment Form from the Cashiers Office or via web at <a href="http://www.fmarion.edu/about/accounting">www.fmarion.edu/about/accounting</a>, clicks on the Payment Plan link, scrolls down and clicks on the Payment Plan Enrollment Form. Reads the terms, signs, dates, and properly completes calculations on the form. Mails or brings the form with the first payment and the \$60.00 Enrollment fee to the Cashier's Office.</p>   |
| Accountant – Student Receivables        | <p>Makes sure student's balance is \$500.00 or more. If balance is less than \$500.00 informs student that they are not eligible for the Payment Plan. If student has delinquent payments from a previous semester's payment plan the student is not eligible. If balance is \$500.00 or more, verifies if the student's GPA is a 2.0 or higher. If the student's GPA is below 2.0, gives the student a Counseling Worksheet.</p> <p>Students with delinquent payment plans will have a "Z" flag on their account and will be on the NO Payment Plan List for that term. (This list will consist of the students' names, ID #s, and the delinquent term code.) The student may appeal this by completing the required Payment Plan Appeal Form and returning it to the Cashier's Office. The Appeal Board will meet, make a decision regarding the appeal, and e-mail the final decision to the student. All appeals will be reviewed approximately one week prior to the semester payment date and again one week prior to the first day of class.</p> |

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|---|--|-----------------------|---------------|--|--|-------------------------------|--|--------------------|---|-------------------------------|---|----------------------|---|-------------------------------|--|------------|---|-------------------------------|--|
| <b>ACCOUNTS RECEIVABLE</b>  | Page Number:<br><b>P.III.L.2</b>   |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| <p><b>PAYMENT PLAN ENROLLMENT (Continued)</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Responsibility</u></th> <th style="text-align: left;"><u>Action</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>The Appeal Board will consist of three members: the Assistant Vice President for Accounting, a staff member from enrollment management, and the Accountant - Student Receivables, who is responsible for the payment plan.</td> </tr> <tr> <td>Student (if GPA is below 2.0)</td> <td>Takes the Counseling Worksheet to the Registrar's Office to receive Academic Counseling.</td> </tr> <tr> <td>Orientation Office</td> <td>Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.</td> </tr> <tr> <td>Student (if GPA is below 2.0)</td> <td>Takes the Counseling Worksheet to the Financial Assistance's Office to receive Academic Counseling.</td> </tr> <tr> <td>Financial Assistance</td> <td>Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.</td> </tr> <tr> <td>Student (if GPA is below 2.0)</td> <td>Takes the Counseling Worksheet to the Accounting Office to receive Counseling.</td> </tr> <tr> <td>Accounting</td> <td>Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.</td> </tr> <tr> <td>Student (if GPA is below 2.0)</td> <td>Brings completed worksheet into Cashiers Office.</td> </tr> </tbody> </table> |  | <u>Responsibility</u> | <u>Action</u> |  | The Appeal Board will consist of three members: the Assistant Vice President for Accounting, a staff member from enrollment management, and the Accountant - Student Receivables, who is responsible for the payment plan. | Student (if GPA is below 2.0) | Takes the Counseling Worksheet to the Registrar's Office to receive Academic Counseling. | Orientation Office | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate. | Student (if GPA is below 2.0) | Takes the Counseling Worksheet to the Financial Assistance's Office to receive Academic Counseling. | Financial Assistance | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate. | Student (if GPA is below 2.0) | Takes the Counseling Worksheet to the Accounting Office to receive Counseling. | Accounting | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate. | Student (if GPA is below 2.0) | Brings completed worksheet into Cashiers Office. |
| <u>Responsibility</u>   | <u>Action</u>  |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
|   | The Appeal Board will consist of three members: the Assistant Vice President for Accounting, a staff member from enrollment management, and the Accountant - Student Receivables, who is responsible for the payment plan. |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Student (if GPA is below 2.0)   | Takes the Counseling Worksheet to the Registrar's Office to receive Academic Counseling.   |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Orientation Office  | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.  |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Student (if GPA is below 2.0)   | Takes the Counseling Worksheet to the Financial Assistance's Office to receive Academic Counseling.  |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Financial Assistance  | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.  |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Student (if GPA is below 2.0)   | Takes the Counseling Worksheet to the Accounting Office to receive Counseling.   |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Accounting  | Advises student and makes recommendations. Signs Counseling Worksheet if appropriate.  |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |
| Student (if GPA is below 2.0)   | Brings completed worksheet into Cashiers Office.   |                       |               |  |  |                               |  |                    |   |                               |   |                      |   |                               |  |            |   |                               |  |

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**PAYMENT PLAN ENROLLMENT (Continued)**

Responsibility

Action

Accountant – Student Receivables

Reviews balance owing and GPA (also verifies the Counsel Worksheet if necessary). Checks payment calculation to see if it is correct. If not, corrects payments and notifies student of any amount to be changed. Receipts student's payment (\$60.00 on D4 screen, #1) for the Payment Plan Enrollment Fee and the amount of the first payment (D4 screen, #4). Gives student yellow copy of the Payment Plan Enrollment Form and receipts. Places the payments and the white receipts in deposit basket. Attaches the Payment Plan Form to the pink receipt copy and gives to Accountant - Student Receivables to be filed.

Keys student information into the Payment Plan spreadsheet. During the semester, updates spreadsheet and sends emails for late fees.

When a student signs up for the payment plan, the payments on the form reflect any financial aid and/or payments up to that point. Often times, students will seek additional FA(sometimes alternative loans) or they will receive outside scholarship funds. If this occurs, the students balance will decrease and the payments will be adjusted accordingly on the monthly statements. Additional FA does not take the place of regularly scheduled payments.

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**HANDLING NON-STUDENT RECEIVABLES**

Persons and entities other than students receive goods or services (as well as other miscellaneous circumstances) which will necessitate setting up a receivable. The following are the types of receivables and the procedures to follow.

**MISCELLANEOUS**

Responsibility

Action

Accounts Receivable Manager

Receives information to invoice receiver of goods/services. Prepares invoice and forwards to Director of Financial Services and Student Accounts for approval.

Director of Financial Services and Student Accounts

Approves invoice and returns to Accounts Receivable Manager.

Accounts Receivable Manager

Keys invoice in system by revenue code. Mails appropriate copies to customer. Files invoice until end of month to check against printout.

Accountant – Cashiering Services

Receipts money under invoice number. (If an Interdepartmental Transfer or Appropriation Transfer, form must accompany invoice for receipting. There are appropriate folders for Interdepartmental Transfers and Appropriation Transfers.)

Accounts Receivable Manager

Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room.



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**HANDLING NON-STUDENT RECEIVABLES (Continued)**

**FACILITIES RENTAL**

| <u>Responsibility</u>            | <u>Action</u>   |
|----------------------------------|---|
| Office of Business Affairs       | Sends facilities rental invoice to Accountant - Student Receivables.  |
| Accountant – Student Receivables | Keys invoice in system by revenue code. Files invoice until month end to check against printout.  |
| Accountant – Cashiering Services | Receipts payment under invoice number.  |
| Accountant – Student Receivables | Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room. Upon request, runs printout for Office of Business Affairs. |

**CONTRACTS**

| <u>Responsibility</u>                   | <u>Action</u>   |
|---|---|
| Provost Office                          | Forwards copy of new contract to Assistant Vice President for Accounting. |
| Assistant Vice President for Accounting | Reviews. Forwards to the Accounts Receivable Manager.                     |

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**HANDLING NON-STUDENT RECEIVABLES (Continued)**

**CONTRACTS (Continued)**

Responsibility

Action

Accounts Receivable Manager

Prepares invoice from information on contract and forwards to Director of Financial Services and Student Accounts for approval. Maintains spreadsheet for semester Contract Courses.

Director of Financial Services and Student Accounts

Approves invoice and forwards to Accounts Receivable Manager.

Accounts Receivable Manager

Keys invoice in system by revenue code. Mails appropriate copies to customer. Files invoice until end of month to check against printout. Attaches original contract after signatures are obtained.

Accountant – Cashiering Services

Receipts payment under invoice number.

Accounts Receivable Manager

Reviews printout and notes partial payment and paid in full dates on invoice. Moves paid invoice to paid folder in file room.

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**INTERDEPARTMENTAL TRANSFER (IDT'S)**

Responsibility

Action

Accounting Office

Completes bottom portion of Interdepartmental Transfer (IDT) voucher for any amount over \$1,000 owed to the University by another state agency. Sends Interdepartmental Transfer accompanied by invoice or other documentary material to state agency. Fills out invoice showing proper receivable account. Files copy of invoice with copy of Interdepartmental Transfer in Interdepartmental Transfer folder.

Accounts Receivable Manager

Enters receivable into non-student receivable system when applicable. (Third Party Billings are handled differently.)

Paying Agency

Completes upper portion of Interdepartmental Transfer and forwards to Comptroller General's Office.

Office of State Treasurer

Sends credit memo to University showing proper transfer has been made.

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**WRITE OFF NON-STUDENT ACCOUNTS RECEIVABLE**

Responsibility

Action

Accounts Receivable Manager

In March and October, reviews non-student Accounts Receivable files and makes a list of those two years or older. Removes receivable and gives Director of Accounting Services a copy of lists and original receivables.

Director of Accounting Services

Keys appropriate journal entries to write off receivables.

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**WRITE OFF NON-STUDENT TRAFFIC TICKETS**

Every effort is made to collect payment on non-student traffic tickets. If the option of sending the violator to the Solicitor's Office is not taken, the charges are removed if the ticket is over ninety days old during the months of January, April, July, and October.

Responsibility

Action

Accountant – Student Receivables

Reviews all non-student traffic tickets at the end of January, April, July, and October. Completes and keys adjustment sheet to remove all traffic tickets charges over ninety days old. E-mails list to Campus Police in order to resolve discrepancies. Keeps original adjustment sheet and copy of traffic ticket in non-student adjustment folder. Sends copy of adjustment sheet, original traffic ticket, and note to write-off charges to Director of Accounting Services.

Director of Accounting Services

Completes and keys journal entries based on information received from Accountant - Student Receivables. (Journal entries must be done in the same month that assessments are removed from the non-student's account.) Uses journal entries to balance at the end of the month.

Accountant – Student Receivables

Sends list of written off traffic tickets to Campus Police.

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**OTHER BALANCING OF ACCOUNTS RECEIVABLE**

Responsibility

Action

Accounts Receivable Manager

Investigates any non-student receivables that appear due. Checks transaction review to make sure it wasn't receipted to incorrect account or paid after month end closeout. Looks at invoice list to determine who wrote the invoice and ask questions. (May need to look up an Interdepartmental Transfer in some circumstances.)

**FUNDS HELD**

Responsibility

Action

Accountant – Student Receivables

Balances receipts for the month to the general ledger. Compare funds held spreadsheet to transaction review for funds held 9-000-L7156-0000 to verify all receipts and vendor payments have been accounted for.

**TRIAL BALANCE TO SUBSIDIARY**

Responsibility

Action

Accounts Receivable Manager

Compares balances of student and non-student month end subsidiary printouts to the trial balance total of accounts receivable accounts. Looks for journal entries if there is a difference.

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**HOUSING DEPOSITS**

Responsibility

Action

Accountant – Student Receivables

Compares Trial Balance (2-000-L5000-2050) to Accounts Receivable listing for all terms printed by Accounting on the day of closeout. Looks at the transaction review screen to see what activity occurred if there is a difference. Checks for non-students who have housing deposits on file.

**ADJUSTING CASH REVENUE FOR SUMMER II  
FEE PAYMENTS MADE PRIOR TO YEAR END**

Responsibility

Action

Director of Financial Services and Student Accounts

After the new fiscal year begins, gives the Director of Accounting Services a memo requesting a journal entry to adjust cash for the summer fees receipted prior to previous year end. (See the systems manual for a more detailed look at the journal entries that are being adjusted.)

Director of Accounting Services

Keys the journal entry prior to month end closeout.

Director of Financial Services and Student Accounts

Verifies accounts during month end balancing. If there is a problem, informs the Director of Accounting Services of any adjustments that need to be made.

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**DISCOUNT OF FEES**

Responsibility

Action

Accountant – Accounts Receivable

Monthly, makes a copy of printout GL0539 (Scholarship/Grant/Waiver Discount & Expense Calculation & Allocation). Compares the discount calculation to the General Ledger (Revenue Summary). Subtracts Revenue Summary totals from printout totals. Takes difference and enters the number into the discount spreadsheet on the shared drive. Verifies that spreadsheet totals equal GL0539 totals after adjustments have been keyed. Prepares journal entries and gives Accountant - Financial Reporting a copy. Files printout GL0539 in Cash Flow folder.

Accountant – Financial Reporting

Prepares and keys journal entry according to the discount spreadsheet.



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**FEDERAL PERKINS LOANS**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Has FA run a query to list names of all students who have been awarded Perkins loans each semester.

Mails letter regarding interview times and the personal and confidential information form to students. Follow up with emails as needed.

Prepares promissory notes and entrance packets. (Packet contains Statement of Rights and Responsibilities, First Truth in Lending, Promissory Note, and a Monthly Personal Budget Worksheet, and information regarding our billing agent.)

Completes and mails out either Advance Notification to comply with regulations.

Holds entrance interviews with all borrowers explaining seriousness of debt and obtains signatures on documentation. (See entrance file for other details.)

Borrowers

Sign promissory notes and Truth in Lending. Turn in completed Personal and Confidential form. Reviews Statement of Rights and Responsibilities.

Accountant – Federal Perkins Loan Officer

Enters new loans and advances information via the ACS on-line system.

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**FEDERAL PERKINS LOANS (Continued)**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Runs fresh list of borrowers each day to look for changes made by Office of Financial Assistance. Holds change checks if promissory notes are not signed. Sends copy of promissory note with letter to each borrower who signed.

Each month, after 100 percent drop, updates information by looking up currently enrolled students, using the AP menu, #8, to ensure status has not changed. Does not bill if student is at least half-time according to Student Aid guidelines. Starts grace period for students that drop below half-time or graduate.

Using the list generated above, runs paperwork from the ACS site for every borrower who leaves FMU or drops below half-time. Mails out kits certified. Checks enrollment periodically during the semester. See Exit file for other details.

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**FEDERAL PERKINS LOANS (Continued)**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Runs AP menu #7 to identify borrowers who are due to graduate each semester. Generates exit kits via the ACS website. Sends letter asking borrower to call for exit interview appointment. Puts a hold on graduation in the Registrar's Office if student fails to complete their interview. (If a student cannot come in to sign, mails their kit certified. See Exit file for other details.) Stresses the importance of good credit to borrower and discusses repayment. Updates information on the ACS system on menu option O if any borrower's name, address, or telephone number has changed per their personal information form.

Borrower

Makes payments to ACS of principal, interest, late charge, and collection cost, if applicable. Turns in deferment or cancellation forms to FMU/ACS if they qualify.

Accountant – Federal Perkins Loan Officer

If payments from borrowers are sent to FMU, apply payment to ACS via eCommand, record breakdown of payment. Have ACS apply Collection Costs as needed. Receipt payment in Cashier's Office as breakdown indicates. When the monthly check from ACS arrives, balance account and receipt EFT to appropriate account numbers.

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**DEFERMENTS**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Makes sure borrowers that are eligible for all types of deferments are made aware of them in the entrance interview. (It is the borrower's responsibility to let Francis Marion University know he/she is eligible for a deferment.)  
Assesses forms for eligibility and forwards to ACS via email for processing.

**SERVICE CANCELLATIONS**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

When balancing, writes memo to Director of Accounting Services to do a journal entry to record each cancellation done at ACS.

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**PAST DUE**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Updates past due list each month with names and social security numbers of borrowers who are 240+ days past due. Forwards copy to Financial Assistance Office. Checks hold list monthly, and prepares hold slip if debtor is defaulting. Places a hold on the account under AP menu #11. Release holds if the borrowers become current in their payments.

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**COLLECTION AGENCY**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Assigns all accounts not collected as stated in Student Aid regulations to a collection agency. (At sixty days past due, ACS will warn the borrower of our Intent to Accelerate.) Works with ACS to collect before acceleration, which is done by ACS at four months past due. (Accounts are first assigned to Williams and Fudge if their last name begins with A-L, and to Conserve if their last name begins with M-Z.) Moves folders to CA and notes in the folder if this is a first or second placement. Reassigns accounts to a second agency if there is no activity at the first agency in twelve months, by closing the account at the first agency and telling ACS to place them with alternate agency. Marks this on the folders. Verifies agency reports monthly. Verifies invoices for payment to Collection Agencies.

Assigns accounts to the Department of Education if our two collection agencies failed to get the borrower to pay in full and we could not get a tax setoff for two years.

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**PAID-IN-FULL**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Identifies paid-in-full accounts on the Paid-In-Full Labels Produced report. (Receipt of paid-in-full labels from ACS verify that the borrower's check did not bounce.) Checks to see if borrower owes any money on D5 or has a permanent hold file. Gives a list of paid-in-full accounts to Financial Assistance. Copies MPN, label as certified copy and file. Stamp original MPN as PIF and send with PIF letter. Removes Perkins hold if there is one. Moves file to Paid in Full. Prepares the Disbursement Authorization form on over payments using the Small Balance/Overpayment Report. E-mails ACS a list of those to whom we have issued a refund, or to request absorb/waiving of small balances or overages.

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**JOURNAL ENTRIES**

Responsibility

Action

Accountant – Financial Reporting or  
Accountant – Cash Manager

Prepares journal entries for general ledger corrections to the Perkins account that can not be made by another system. Maintains a monthly journal entry file for balancing.

Director of Accounting Services

Approves journal entries.

Accountant – Financial Reporting or  
Accountant – Cash Manager

Keys journal entries.

**BALANCE MONTHLY**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Writes Director of Accounting Services a memo to do journal entries to record offset adjustments and cancellations as listed in the ACS Reconciliation and Transaction Reports.

Balances totals from Summary Totals Report with the General Ledger totals.



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**REHABILITATION**

Responsibility

Action

FMU Via ACS

Notifies borrowers of the option and consequences of Rehabilitation of defaulted loan.

Borrower

Requests Rehabilitation (does not have to be written)

Accountant – Federal Perkins Loan Officer  
(If borrower is NOT assigned to an agency)

Negotiates a monthly payment amount that will ensure payment of all past due amounts in addition to the regular monthly payments by the end of the 9 month rehabilitation period. Sends borrower a loan Rehabilitation Agreement to complete, sign and return along with the first installment. Notifies ACS to assign a special code in order to track payment compliance (contacts borrower if a payment is missed and offers opportunity to attempt rehabilitation again). When 9th payment has been received, returns account to current repayment status. Places code in borrower's account to clear credit history. (Loan may not be rehabilitated again.) If borrower defaults after rehabilitating loan, and is placed with an agency, informs agency that the loan has already been rehabilitated once. Notifies OFA that loan has been rehabilitated.

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**REHABILITATION (Continued)**

Responsibility

Action

Accountant – Federal Perkins Loan Officer  
(If borrower is assigned to an Agency)

Receives request from borrower to rehabilitate the loan. (Lets Agency negotiate and monitor the rehabilitation.)

Collection Agency

Closes and returns the account, after borrower has made all the required payments.

Accountant – Federal Perkins Loan Officer

Places a code on the borrowers account to clear credit history. Tells OFA that the account has been rehabilitated.

**CREDIT BUREAU REPORTING**

Responsibility

Action

ACS

All accounts are compiled and forwarded to Equifax monthly via FTP. ACS responds to credit disputes filed by borrowers with a service called E-Oscar Dispute Resolution. ACS representatives investigate and respond to borrowers regarding direct disputes as well as those filed through Equifax.

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**ASSIGNING TO DEPARTMENT OF EDUCATION**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Writes off and assigns to the US Department of Education an account if it has proven to be uncollectible by any other collection activities.

**SOUTH CAROLINA DEPARTMENT OF REVENUE**

Responsibility

Action

Accountant – Federal Perkins Loan Officer

Applies for setoff by August 30. Assigns to SCDOR any past due accounts that are with a collection agency. Submits list via email to SCDOR in required format. Mails letter signed by Accountant to each borrower informing them of deadline to resolve. As payments come in, apply to account via eCommand, record breakdown of payment. Receipts payments from SCDOR as direct deposits in Cashier's Office. Copies to files, monthly balancing, and backup. Notifies agency if collection account. Refunds overpayments through Accounts Payable system on Disbursement Authorization form.

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**HANDLING OUTSIDE SCHOLARSHIPS**

Responsibility

Action

Financial Assistance

Receives notification that scholarship is to be given and enters into the Financial Assistance records as 000.

Financial Assistance  
(If check is received in their office)

Initials paperwork to indicate that award has been approved and forwards to Accounts Receivable.

Accountant – Student Receivables

If the scholarship is received in our mail and has not been forwarded by F/A, verify that the check has been approved by F/A by checking on Bosa Nova under D5 - Student review and then #6 Current Year Tracking & #4 Financial Aid Review to see if F/A has been notified about the scholarship to prevent double posting. If the scholarship has not been approved, notify F/A. Also notify AR- 3rd party billing to prevent double postings.

Financial Assistance

If scholarship puts student over budget F/A will notify student. F/A will look at OS to make sure that it doesn't match a billing amount. FA will inform ASAP to avoid double posting of payments to student account.

Director of Accounting Services

Requests that the student endorse the check if a scholarship check is made payable to student and FMU. Receipts scholarship funds to the student's account. (Any unused balance is issued to the student in the form of a change check.)

Files copy of scholarship check and copy of receipt with any supporting documentation.

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**HANDLING OUTSIDE SCHOLARSHIPS (Continued)**

Responsibility

Action

Accountant – Student Receivables  
(If student brings in check)

Contacts Financial Assistance to review. Provides name and ID number of student, name of sponsor, year term for scholarship, and the amount of the check.

Financial Assistance

Approves the award or makes adjustments to other aid to keep the student within his/her budget. (If the student has any questions concerning this they should be directed to their counselor in Financial Assistance.)

Accountant – Student Receivables

Obtains student's signature on check (if needed) and processes check as above.

Accountant – Student Receivables  
(If student requests the excess scholarship be used for subsequent semester)

Receipts the amount for other than current term in Funds Held for Students if a check covers more than one semester. Keeps copy of receipt with student's name and ID number. Maintains file of scholarship funds receipted to this account. Prepares a Disbursement Authorization Form (DAF) at the appropriate time for these funds to be withdrawn and applied. Gives DAF to Accounts Payable. (This is usually prior to bill/schedules being printed in order for funds to be applied to student accounts.)

Accounts Payable

Writes check as requested and returns to Cashier's Office in order to be applied to student accounts.

Accountant – Student Receivables

Receipts check to student account. (Student will receive any unused balance in the form of a change check.)

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**HANDLING SCHOLARSHIP BILLINGS**

State and Federal agencies as well as private companies and individuals offer scholarships to enable students to attend school. In order to meet the requirements for these scholarships, we issue the student credit toward his/her fees. We bill the scholarship provider for the funds with a FMU invoice or an Interdepartmental Transfer. The documentation which accompanies the invoice is outlined by the provider. An Interdepartmental Transfer is used for all state agencies with billings of \$1,000 or more. This results in a transfer of funds rather than a receipt of physical funds.

Responsibility

Action

Scholarship Provider

Notifies the Financial Assistance that a scholarship will be provided for a particular individual. (This notification includes the name of the scholarship, the name and social security number of the individual receiving the scholarship, the amount of the scholarship, the date the scholarship should apply, and any terms which govern the scholarship.)

Financial Assistance

Enters award on student's account. Notifies Accounts Receivable that a scholarship has been granted and forwards an initialed copy of the notification to the Cashier's Office.

Accountant – Accounts Receivable

Collects the amount to be billed from individual fee slips and the Financial Assistance printout showing the amount used for each student. Makes copies of bookstore receipts when book cards are used. (See Issuing Charge Authorization Cards procedure.) Adds these charges to fees and/or housing. Notifies Financial Assistance of bookstore charges. Prepares an invoice to the provider at the appropriate time and in accordance with requirements. (This differs from provider to provider and care should be taken to follow instructions in order to avoid delay in payment.)

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**HANDLING SCHOLARSHIP BILLINGS (Continued)**

| <u>Responsibility</u>            | <u>Action</u>   |
|----------------------------------|---|
| Accountant – Accounts Receivable | Notes on invoice the account number where funds should be applied when received.<br><br>Files invoices in payment pending file.<br><br>Receives funds from scholarship provider. Applies to account as noted on the invoice. Attaches pink copy of receipt to invoice and files in folder.<br><br>Reconciles each provider account at end of month. |

**INTERDEPARTMENTAL TRANSFER**

| <u>Responsibility</u> | <u>Action</u>   |
|-----------------------|---|
| Scholarship Provider  | Notifies Financial Assistance that a scholarship will be provided for a particular individual. (This notification includes the name of the scholarship, the name and social security number of the individual receiving the scholarship, the amount of the scholarship, the date the scholarship should apply, and any terms which govern the scholarship.) |
| Financial Assistance  | Enters billing code on student's account. Notifies Accounts Receivable that a scholarship has been granted and forwards an initialed copy of all documentation received from the scholarship provider.  |

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**HANDLING SCHOLARSHIP BILLINGS (Continued)  
INTERDEPARTMENTAL TRANSFER (Continued)**

Responsibility

Action

Accountant – Accounts Receivable

Prepares an invoice and gives gold copy to the Cash Manager if funds are being electronically transferred from a state agency. No IDT form is needed.

Notes on file copy of the invoice where the funds should be applied when received. (This is determined by reviewing the Financial Assistance printout showing the codes for each scholarship provider.) Files invoice in provider's folder.



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**HANDLING SCHOLARSHIP BILLINGS (Continued)  
INTERDEPARTMENTAL TRANSFER (Continued)**

Responsibility

Action

Accountant – Cash Manager

Receives notification from State Treasurer's office that an IDT has taken place. Gives copy of notification to Accountant – Cashiering Services.

Matches notification from state agency to the outstanding invoice. Gives invoice to the Accountant – Cashiering Services.

Accountant – Cashiering Services

Applies payment to account number noted on the invoice. Uses the code for an "IDT" payment, attaches yellow copy to State Treasurer's notice and pink copy to invoice copy along with the notification from the State Treasurer's Office, and files them in the third party billing account folder.

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**P.IV.C.1**

**ISSUING CHARGE AUTHORIZATION CARDS**

Book cards are provided for individuals receiving funds from a third party who specified that funds be used to purchase books and supplies.

Responsibility

Action

Student

Requests charge authorization card from Accounts Receivable.

Accountant – Accounts Receivable

Determines amount available to use for books and necessary supplies. (This is determined by a review of the scholarship terms and conditions as well as any previous charge authorization cards issued and used.

Completes charge authorization card showing student's name and social security number, the third party billing account number/name, the total amount available for use, and an expiration date for using the charge authorization card. (The charge authorization card for Federal Vocational Rehabilitation is marked "NO SALES TAX". The purchase of books/supplies is tax exempt.) Signs the authorization, gives the original to the student, and retains the yellow copy.

Student

Presents charge authorization card to Patriot Bookstore when purchasing books and necessary supplies. (Once a book card is used it must be turned in. However, if the total amount available for use was not spent additional charge authorization cards can be issued until the limit is reached.)

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**ISSUING CHARGE AUTHORIZATION CARDS (Continued)**

Responsibility

Action

Patriot Bookstore

Returns used charge authorization cards attached to the original receipt for each student to Cashier's Office. (The receipt must be signed by the student.)

Accountant – Accounts Receivable

Matches the original charge authorization card returned by the bookstore to yellow copy.

Includes bookstore charges with billings for fees and/or housing and initiates an invoice to the scholarship provider following individual provider's instructions. Notes on invoice where funds are applied when received.

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**HANDLING DIRECT, MISCELLANEOUS, AND TEACHER LOANS**

Responsibility

Action

Student

Requests financial assistance by completing a loan application.

Financial Assistance

Certifies that the student meets the need requirement of the loan program as set forth by the Federal Government. Sends application to lender.

Loan Institution

Receives application from Financial Assistance. Processes loan.

Notifies Financial Assistance of loan approval. Forwards check or electronically transfers funds.

Financial Assistance

Enters notation of anticipated disbursement on student's record noting date and amount.

Holds entrance interview for all first time student borrowers.

Has student endorse check, changes "A" status to "B" status; or receives electronic transfer, "E" status is changed to "B" status. Prints exception list.

Forwards endorsed check to Cashier's office. Reviews exception list of funds transferred electronically.

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**HANDLING DIRECT, MISCELLANEOUS, AND TEACHER LOANS (Continued)**

Responsibility

Action

Accountant – Cashiering Services

Receives loan institution check from Financial Assistance.

Keys on D4 Loan Check Receipting noting individual student's social security number and amount of check.

Receives two reports with list of funds transferred electronically from the Financial Assistance Office . Attaches pink copy to "Disbursement Total" report and places in the loan check file. Gives "Batch Number" report (has receipt number printed on it) to Accountant - Accounts Receivable to file with the loan check receipts.

(When loan is applied to fees and there is an excess of funds, a "change check" is written for the student.)

Accountant – Student Receivables

Reconciles Stafford accounts monthly by reconciling subsidiary printout of loan funds received and those funds given to the student either by change check or by applying to fees, etc. with the General Ledger.

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**BALANCING COMBINED AID/CHANGE LIST**

Responsibility

Action

Accountant – Student Receivables

Balances combined Aid/Change List expenditures with Activity Report expenditures by program. Accumulates expenditures for Guaranteed Student Loan each month in order to balance with Aid/Change List. Balances Guaranteed Student Loan by taking total from last month and adding all debits and subtracting refunds.

**FEDERAL WORKSTUDY WAGES**

Responsibility

Action

Director of Accounting Services

Ensures that seventy-five percent of total Federal Work Study wages (printout #FMC627) equal expenditures for wages on Activity Report. Total Work Study wages on FMC627 (after America Reads is deducted) \* 0.75 = 4428 + 4429 smallest fund breakdown total expenses. 4427 is America Reads at 100% federal funding. This number should match FMC627 America Reads total.

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**EDCAPS**

Responsibility

Action

Accountant – Cash Manager

Ensures that the available balances of federal receivables on the GAPS website equal the outstanding receivable balances on the A/R system. Draws # half the Perkins authorization in the Spring and Fall semesters. Draws amount equal to negative cash in Pell SEOG and Federal Work Study programs through the GAPS system to the extent of available funds on GAPS.

**OTHER FEDERAL DRAWDOWNS**

Responsibility

Action

Accountant – Cash Manager

Uses the appropriate Federal website/phone request system to draw down funds per request received from Director of Administrative Services.

**OTHER STATE GRANTS**

Responsibility

Action

Accountant – Student Receivables

Reviews account and verifies any transaction for the month.

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**TRANSACTION APPROVAL - Accounts Receivable**

All changes to student academic fees, late fees, and drop/add penalties – Director of Financial Services and Student Accounts. (Appeals or exceptions to the stated refund policy must be approved by the Withdrawal Appeals Committee with supporting documentation or an explanation). Administrative errors only need the approval of the Registrar.

All adjustments due to errors we have made – Director of Financial Services and Student Accounts. (Routine adjustments are verified by another staff member.)

All requests for voids or adjustments not requested by the initiating office – Director of Financial Services and Student Accounts.

All request for hand checks – Director of Financial Services and Student Accounts. (These must also be signed by Director or Assistant Director of Financial Assistance if they are initiated in the Financial Aid Office).

All housing and board plan refunds after early payment deadline – Director of Financial Services and Student Accounts.

All requests to the Registrar to reinstate a student due to errors – Director of Financial Services and Student Accounts.

All requests to the Registrar to drop or reinstate a student due to bad checks or non-payment – Director of Financial Services and Student Accounts.

All bad check students to be turned over to the Magistrate – after review by Assistant Vice President for Accounting

All receivables due to students registered after registration – Director of Financial Services and Student Accounts.

All third party billing receivables and situations where documentation is signed by Director of Financial Services and Student Accounts. All non - routine non-student miscellaneous receivable (grants, surplus property, state or federal funds) – Assistant Vice President for Accounting, Director of Financial Services and Student Accounts, or Director of Accounting Services. If in doubt who should sign, see Director of Financial Services and Student Accounts.

All stop payment requests – Director of Financial Services and Student Accounts



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**TRANSACTION APPROVAL - Accounts Payable**

All request for hand checks – must be signed by department head and authorized signer per Disbursement Approval list.

All budget overrides (Accounting overrides only if necessary to avoid loss of discount or penalty for late payment or if authorized by the Budget Office or in the case of an emergency) – Director of Accounting Services.

All charges to FMU Funds, FMU Enhancement Funds, and Campus Events and Promotions, President's Office, Board of Trustees – President or VP for Business Affairs.

All non-routine Disbursement Authorization forms – Assistant Vice President for Accounting. (Example: Reimbursing or increasing petty cash). All routine payroll, telephone reimbursements – Director of Accounting Services. Student Loan Corporation and housing deposits – Director of Financial Services and Student Accounts. If in doubt who should sign, give to Director of Accounting Services.

Use Tax Adjustments – Director of Accounting Services.

Sales and Admissions Tax – Accountant – Financial Reporting.

Void Checks – Director of Accounting Services.

All stop payment requests – Director of Accounting Services.

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**TRANSACTION APPROVAL - Cashier**

All non-student payments which are not set up as a receivable – Director of Financial Services and Student Accounts.

All cash boxes checked out – Director of Financial Services and Student Accounts.

All walk-in or mail-in receipts for things other than those with normal procedures if you have not received information (camp form, memo, etc.) concerning the situation from Cashier – Director of Financial Services and Student Accounts. If you get information please share with Cashier.

All void receipts (from printout) – Director of Financial Services and Student Accounts.

All payments for registration if student is registered after the normal time – Director of Financial Services and Student Accounts.

All receipt books checked out to people who do not have prior approval – Assistant Vice President for Accounting or Director of Financial Services and Student Accounts.

All money that has been collected for FMU without use of appropriate procedures – Director of Financial Services and Student Accounts.

Petty Cash slips – Director of Financial Services and Student Accounts.

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**TRANSACTION APPROVAL - General Accounting**

All adjustments for other funds (2-7) – Director of Accounting Services (Let Assistant Vice President for Accounting see unusual situations).

All adjustments due to errors – Director of Accounting Services.

All bank cash transfers – Assistant Vice President for Accounting

All revenue Interdepartmental Transfers (except dual employment and third party billings), appropriation transfers and journal vouchers – Assistant Vice President for Accounting or the Director of Accounting Services.

All reports for external or other departments use – Assistant Vice President for Accounting. Exceptions are Sales, Admissions, and Use Tax Reports – Accountant – Financial Reporting.

All requests for setting up new cost codes using numbers already on the Chart of Accounts – Assistant Vice President for Accounting.

All Chart of Accounts Add/Deletes – Assistant Vice President for Accounting.

All unrecognized revenues – Director of Financial Services and Student Accounts.

All requests for Information Resource Management to research or resolve hardware or software problems (except in emergencies) – Assistant Vice President for Accounting, Director of Accounting Services, or Director of Financial Services and Student Accounts.

All programming requests – Assistant Vice President for Accounting.

All correspondence sent off campus – Assistant Vice President for Accounting, Director of Accounting Services, or Director of Financial Services and Student Accounts.

Any records given to an auditor (internal or external) – Assistant Vice President for Accounting.

All reconciled bank statements – Director of Accounting Services.

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**SIGNING CHECKS**

Checks are signed to meet Accounts Payable, Accounts Receivable, and Payroll Departments needs. Accounts Payable checks and change checks are signed biweekly or as needed. Payroll checks are signed bimonthly.

Responsibility

Action

Accounts Payable, Payroll, or Accounts  
Receivable Manager

Gets USB Drive from Director of Accounting  
Services. Prints checks. Returns drive to  
Director of Accounting Services.

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**STOP PAYMENT**

Responsibility

Action

Accounts Payable

Receives request for stop payment on Accounts Payable check. Checks the previous month's list of outstanding checks to ensure check did not clear, if check is for previous month. Forwards memo to Director of Accounting Services requesting approval.

Director of Accounting Services

Approves and forwards memo to Accountant – Cash Manager for processing.

OR

Accounts Receivable Manager

Receives request for stop payment on change check. Has Accountant - Perkins Officer look on previous month's outstanding check list to ensure check did not clear, if checks is for previous month. Forwards memo to Director of Financial Services and Student Accounts requesting approval.

Director of Financial Services and Student Accounts

Approves and forwards memo to Accountant – Cash Manager for processing.

Accountant – Cash Manager

Uses BB&T Cash Manager Online System to verify that check has not cleared during the current month. Enters stop payment on the BB&T Online System.

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**STOP PAYMENT (Continued)**

Responsibility

Action

Accountant – Cash Manager

Furnishes Accounts Payable or Accounts Receivable a copy of the stop payment confirmation obtained from the BB&T System.

Accounts Payable /  
Accounts Receivable Manager

Processes request to void check. (See Voiding Checks procedure.)

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**VOIDING CHECKS**

Responsibility

Action

Accounts Payable

Receives a request to void a check. Forwards memo to Director of Accounting Services requesting approval.

Director of Accounting Services

Approves and forwards memo to Accountant – Cash Manager for processing.

OR

Accounts Receivable Manager

Receives a request to void a check. Forwards memo to Director of Financial Services and Student Accounts requesting approval.

Director of Financial Services and Student Accounts

Approves and forwards memo to Accountant – Cash Manager for processing.

Accountant – Cash Manager

Lists the AP checks to be voided on an adjustment form indicating the account number, name, vendor number, and amount to be credited. Keys void checks. Voids change checks on the student refund screen in order to void into the correct student account and give credit to the student. Processes a journal entry for the total of all non-student checks to debit the Operating Account and credit Unrestricted Cash.

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**ADJUSTMENTS**

Responsibility

Action

Requesting Department

Sends a note to the Accounting Office indicating what changes are needed.

Director of Accounting Services

Approves and forwards note to Accountant – Cash Manager.

Accountant – Cash Manager

Records adjustment on data entry sheet and processes the entry through the computer system, menu #11, then #9. Files the notes sent from the requesting department with the data entry sheet and writes the adjustment on the check folder, if applicable. (An adjustments listing is run following each Accounts Payable and a final just before closeout.)



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**INTRA-INSTITUTIONAL TRANSFERS**

Responsibility

Action

Service Department

Completes a summary sheet of total charged by Department or fills out a three-part Intra-Institutional Transfers form. Forwards to appropriate approver. (If services are rendered, just the service department head signs the form. If supplies are ordered, then both the service department and the requesting department heads must sign the form.)

Appropriate Approver

Approves and returns summary or form to Service Department.

Service Department

Maintains copy of summary or yellow copy of form and distributes original summary or white copy of form to Accounts Payable Supervisor and pink copy to requesting department.

Accountant – Accounts Payable

Keys transfers, menu #13, then #13. (An Intra-Institutional Transfer listing is run following each Accounts Payable and a final just before closeout.)

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**MAIL DISTRIBUTION**

Responsibility

Action

Mailroom

Delivers mail to the Accounting Office twice a day. (All off-campus and on-campus mail is delivered in the morning. On-campus mail is delivered in the afternoon and occasionally off-campus.)

Student Employee

Separates and delivers mail to appropriate personnel.

Accounting Staff

When mail is returned, prepares a new envelope and sends original mail and a change of address form to student. If the person is not a current student, or a corrected address is not available, tries to find another address or contacts the person by telephone to get the correct address.

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**SENDING CERTIFIED MAIL**

Responsibility

Action

Student Employee

Types the name and address of the recipient in Section 3 on the certified mail form.

Removes the sticker containing the article number from the top of the receipt for certified mail and places it in Section 4a on the certified mail form.

Types an "X" in the appropriate box in section 4b for the type of mail.

Uses the FMU address stamp to stamp the back of the certified mail form. Writes the initials of the person who is sending the certified letter(s) at the top right of the first line, so that the letter can be returned to the sender if the letter comes back due to an incorrect address.

Writes the recipient's name and address on the certified mail receipt. Fills in the correct amounts for postage and fees. (Postage is \$0.45. The certified fee is \$2.95 and the return receipt showing to whom & date delivered is \$2.35. The total amount for postage and fees is \$5.75.)

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**SENDING CERTIFIED MAIL (Continued)**

Responsibility

Action

Student Employee

Types an envelope with the person's name and address on it and paperclips the certified mail form to the left side of the envelope so that it flaps over the back. (The address should be showing on the back of the envelope.) Paperclips the certified mail receipt to the front of the envelope directly over the recipient's address.

Places certified letter in out-going box.

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**COMPUTER BACKUP**

Responsibility

Action

Accounting Staff

Each staff member backs up his/her computer hard drive on flash drives once a week (Thursday) and gives flash drives to designated collector.

Designated Collector

Distributes flash drives to the appropriate staff member weekly. Collects flash drives from each staff member after backup has been updated and places them in the data safe.

If a staff member is not present on the designated backup day, then the following people are responsible for backing up for that absent staff member.

Primary

Secondary

Cathy  
Christal  
Denise  
Tracy  
April  
Haieasha  
Norma  
Jennifer  
Donald  
Lauren  
Kathy

Tracy  
Jennifer  
Kathy  
Cathy  
Haieasha  
April  
Denise  
Christal  
Lauren  
Donald  
Denise

Designated Collector: Accountant – Student Receivables

Backup Collector: Accountant – Accounts Receivables

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**UPDATING CHART OF ACCOUNTS**

| <u>Responsibility</u>                         | <u>Action</u>  |
|---|--|
| Requestor                                     | Fills out form to add or delete account on general ledger. Attaches appropriate documentation (grant papers, budget transfers, etc.) and forwards to Department Head for approval.   |
| Department Head                               | Approves account addition or deletion and forwards to Assistant Vice President for Accounting.   |
| Assistant Vice President for Accounting       | Approves, assigns account number, and forwards to Accountant – Financial Reporting.  |
| Accountant – Financial Reporting              | Records addition or delete on the Chart of Accounts and Excel spreadsheet. Forwards yellow copy to Office of Finance and Administrative Services. Routes completed white form to office staff.   |
| Office of Finance and Administrative Services | Keys form on general ledger system. Maintains copy.  |
| Accounting Staff                              | Records addition or delete on the Chart of Accounts and returns to Accountant – Financial Reporting.   |
| Accountant – Financial Reporting              | Files form in numerical order in Fund Register. At year-end, prints complete Chart of Accounts prior to deletions. Removes all deleted accounts and prints new fiscal year Chart of Accounts and distributes to appropriate individuals. |

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**SPIRS**

Responsibility

Action

Accountant – Financial Reporting

After month end reports are available, prints out GL0167 and verifies that all the months purchases are listed correctly. Downloads the "SPIRS Download" file off of desktop and saves file to shared drive. Opens file in Notepad and deletes the ending character before resaving to the shared drive. E-mail file to prodctl@cio.sc.gov. When SPIRS report is received, verifies that all amounts match the months activity report for each project. If is a discrepancy, contacts Carol Routh to make corrections.

Retains GL0167 and SPIRS report in file.

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**CLAIMS FOR LOSSES COVERED BY STATE INSURANCE**

Responsibility

Action

Physical Plant, Public Safety,  
Administrative Computing Services, or  
Computer Center

Calls Director of Accounting Services to report  
loss.

Physical Plant, Public Safety,  
Administrative Computing Services, or  
Computer Center

Compiles cost of the loss with all associated  
documentation attached and forwards to  
Director of Accounting Services.

Director of Accounting Services

Submits a claim form on IRF website.

Insurance Reserve

Accepts claim and sends proof of loss to  
Director of Accounting Services for proper  
signature.

Director of Accounting Services

Has Assistant Vice President for Accounting  
sign proof of loss, returns to Insurance  
Reserve, and prepares receivable in the  
amount of loss.



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**CLAIMS FOR LOSSES COVERED BY OTHER INSURANCE**

Responsibility

Action

Physical Plant, Public Safety,  
Administrative Computing Services, or  
Computer Center

Compiles cost of the loss with all associated documentation attached. Prepares claim form and forwards claim form and documentation to appropriate Director for approval.

Director of Physical Plant or  
Vice President for Business Affairs

Approves claim form and documentation and forwards to Director of Accounting Services. If documentation is extensive, retains in files for three years. If federal money is associated with the loss, retains for five years.

Director of Accounting Services

Submits invoice to Accounts Receivable Manager to set up account receivable. Follows up with collection procedures as appropriate.

Physical Plant, Public Safety,  
Administrative Computing Services, or  
Computer Center

Assists with collection procedures as appropriate when requested by Director of Accounting Services.

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**FORM 1042-S**

Forms 1042-S are issued to international students who have received a scholarship and/or fee waiver for the calendar year. The amount reported is the total amount of the scholarship and fee waiver, even though some of the funds may be exempt from taxes. Foreign speakers may also receive this form. Individuals receiving this form must report this amount and compute the taxable portion on Form 1040NR or Form 1040NR-EZ.

Responsibility

Action

Financial Assistance

Provides reports shortly after the calendar year-end showing scholarships and fee waivers received by each non-resident alien student by term.

Human Resources

Provides information (name, address, social security number) money collected from non-resident alien guest speakers who were paid a honorarium. Provides copies of Form 8233 if speaker is from tax exempt country.

Accounts Receivable Manager

Collects additional information not provided from the above resources, such as local address, home country, and social security number or individual tax identification number. Combines appropriate information on Excel spreadsheet. Types the 1042-S forms and mails by March 15th. Prepares the transmittal form 1042T and files along with IRS copy of 1042-S by March 15. Also prepares Annual 1042 and files by March 15.

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**MOVING EXPENSES FORM W-2**

Responsibility

Action

Information Resource Management

At the end of the calendar year, prepares report of transactions flagged with "M". Forwards to Accounting for review.

Director of Accounting Services

Reviews report. Forwards to Information Resource Management.

Information Resource Management

Prepares W-2 with moving expense information in appropriate block and mails.

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**PERMANENT HOLDS**

Responsibility

Action

Accountant- Accounts Receivable

Gives a list of accounts to place on permanent hold to Accountant – Federal Perkins Loan Officer.

Accountant – Federal Perkins Loan Officer

Completes a Permanent Hold slip, enters hold on the permanent hold maintenance screen, and places the yellow and pink copies along with supporting documentation in a folder for each student.

Accountant – Cashiering Services

When a student comes to pay the charge, consults the Director of Financial Services and Student Accounts or Accountant- Perkins Loan Officer to determine the correct amount to charge the student and the proper way to receipt the payment. Notifies Accountant – Federal Perkins Loan Officer to remove the hold.

Accountant – Federal Perkins Loan Officer

Completes release slip, removes hold, and files the receipt and/or documentation and release slip alphabetically in the front of the permanent hold file (holds cleared).

(Note: Holds will not come off until the next day unless Accountant – Accounts Receivables removes the hold on their screen.)

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**BANK STATEMENT RECONCILIATION**

The Francis Marion University Payroll and Operating accounts are reconciled monthly, not only to the books and records of the University, but also to those of the State Treasurer's Office.

Responsibility

Action

Accountant – Cash Manager

Summarizes total receipts and total disbursements at the close of each month; includes all adjustments for:

1. Void checks
2. Stop payments
3. Returned checks
4. Shortages
5. Keying errors

Calculates net change and adds to or subtracts from the balance at the beginning of the month. Compares total with the General Ledger balance at the end of that month and notes differences which are to be cleared up by the end of the following month. Accounts for each check number in sequence. Records prepaid and void Accounts Payable and Payroll items.

Director of Accounting Services

Receives bank statements from the bank and State Treasurer. Removes wire transfers, prepaid items, and void items from previous month's bank reconciliation. Transmits data, saves files emailed by BB&T, and merges with AS400 to create unpaid check list and exceptions reports for bank statement reconciliation process.

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**BANK STATEMENT RECONCILIATION (Continued)**

| <u>Responsibility</u>  | <u>Action</u>   |
|--|---|
| Director of Accounting Services  | Gives appropriate Accountant balancing operating and payroll bank statements and reports for preparation of bank statement reconciliation.  |
| Accountant – Federal Perkins Loan Officer /<br>Accountant – Accounts Payable | Reconciles bank statement to general ledger. Takes outstanding checks from total unpaid check list and subtracts from bank balance from State Treasurer. Compares difference with the balance in the General Ledger at month end. If amounts are not the same, notes and reconciles. Takes exception list provided by Administrative Computing Services and notes all clearing differences as an overage or shortage. Looks at all voids recorded in General Ledger up to the point Administrative Computing Services ran and adds these back to outstanding list unless there is a “V” flagged. (A “V” flag indicates that the voided check is excluded from the outstanding check list total.) Requests removal from outstanding list on bank reconciliation software of wire transfers, prepaid items, and void items. Brings all differences to the attention of the Director of Accounting Services. |
| Accountant – Cash Manager  | For bank keying errors, contacts bank if difference is more than \$5. Changes our records with journal entry if difference is less than \$5.  |
| Director of Accounting Services  | Reviews the bank statement reconciliation. Makes necessary adjustments to clear up reconciling items.   |

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| <b>STALE DATED CHECKS / ABANDONED PROPERTY</b>                               |   |
| <u>Responsibility</u>  | <u>Action</u>   |
| Accountant – Federal Perkins Loan Officer /<br>Accountant – Accounts Payable | Upon reconciliation of bank accounts, gives a list of outstanding checks <b>greater than 120 days</b> to Accountant - Financial Reporting (change checks or payroll checks) or Accounting Assistant - A/P (A/P checks) to research. NOTE: If checks is for Title IV funds it must be returned to the Department of Ed no later than 240 days after issue date.                    |
| Accountant - Financial Reporting or Accounting Assistant - A/P               | Contacts the owner of the outstanding checks. Submits a memo to Accounts Payable to stop payment, void, and reissue check if payee requests and forwards original check to Cash Manager. Follows void check procedure if payee indicates that the check was cashed. Gives Director Accounting Services a list of payees that can not be located (include the last known address). |
| Accountant – Financial Reporting   | Contacts the owner of the outstanding payroll checks. Follows payroll void procedure if payee requests a new check or if payee indicates that the check was cashed. At the end of June, gives Payroll and Director of Accounting a list of <b>prior year</b> payees that can not be located.  |
| Payroll  | Writes check to FMU for the amount of these outstanding checks (receipted to Accrued Stale Dated Checks). No journal entry is needed  |
| Director of Accounting Services  | Approves list and forwards to Accountant - Financial Reporting.   |
| Accountant - Financial Reporting   | Records names in excel file and files backup in abandoned property file. Prepares a journal entry to write-off <b>A/P</b> checks.   |

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**ABANDONED PROPERTY**

Abandoned Property includes payroll checks that are outstanding for 1 year, as well as, A/P and change checks that are outstanding for 5 years. These checks must be reported and remitted to the State Treasurer's Office annually. Any greater than \$50 should be reported separately and less than \$50 should be reported in aggregate.

Responsibility

Action

Director of Accounting Services or  
Accountant - Financial Reporting

Not more than one hundred twenty days before November 1 of each year, sends written notice to the apparent owner at his last known address informing him that the holder is in possession of property that may be presumed abandoned.

Reports any property remaining unclaimed on the abandoned Property report and remits to the State Treasurer's Office by report filing due date (November 1).



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**DIRECT DEPOSITS**

Direct Deposits are receipts to any Columbia sub fund other than revenue clearing. They may be done on Appropriation Transfers, Interdepartmental Transfers, or journal vouchers.

Responsibility

Action

Accountant – Cash Manager

Assigns an agency reference number on the Interdepartmental Transfer and Appropriation Transfer from the next number on Interdepartmental Transfers file. Fills out an invoice (assigned) to set up receivable. Files yellow copy of invoice and copy of transfer form in “Interdepartmental Transfer Revenue File.” Sends pink copy of invoice with documentation to Accounts Receivable Manager. Records on appropriate sub fund bank account record on personal computer using reference number.

**TRANSFERS FOR INVESTMENTS**

Responsibility

Action

Accountant – Cash Manager

Prepares pink Appropriation Transfer form requesting transfer from appropriate sub fund to investment account sub fund. (Writes next available batch number and Agency voucher number from Accounts Payable Supervisor's batch number log.) Mails original to Renee Bolden, Comptroller General Office, Third Floor, Wade Hampton Office Building, Columbia, SC and mails a copy to Nicole Ford-Jennings, Office of State Budget, 1122 Lady Street, 12<sup>th</sup> Floor, Columbia, SC.

Make journal entry showing transfer in FMU General Ledger. Records transfer on personal computer in appropriate bank account sub funds.

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**WITHDRAWAL VOUCHER AND TRANSMITTAL**

Responsibility

Action

Accountant – Cash Manager

Fills out Request to Withdraw Authorized Funds (Permanent Improvements) to withdraw capital money. Transfers money to an account and withdraws all in one step. Fills out withdrawal voucher and transmittal. Obtains withdrawal voucher number and batch number from Accounts Payable Supervisor's batch number log. Transfers money to the correct sub fund and revenue code. Sends original to Patricia Dennis, State Treasurer's Office, Wade Hampton Office Building, Columbia, SC. Types courier service on envelope. (Ms. Dennis forwards withdrawal voucher on to Comptroller General's Office.)

Fills out the withdrawal voucher and transmittal to withdraw from sub funds for Accounts Payable, Payroll, and other uses. Sends to Ms. Jennifer Broughton, Comptroller General's Office, 1200 Senate St, Third Floor, 305 Wade Hampton Office Building, Columbia, SC.

Draws approximately 1/12 of yearly state appropriations each month. Prepares a spreadsheet on Excel (Appropriations Draw). Calculates draw by using Excel spreadsheet (Appropriations Draw). Rounds calculated amount to the nearest thousand. Prepares a withdrawal form for that amount and records withdrawal number on the spreadsheet.

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**SPREAD OR DISTRIBUTE MONEY**

| <u>Responsibility</u>     | <u>Action</u>  |
|---------------------------|--|
| Accountant – Cash Manager | Prepares journal voucher to spread money from revenue clearing (3041). Gets a batch number from Accounts Payable list and uses the next consecutive voucher number. Fills in top and bottom portions. (The transfer code on top is 201 and on bottom is 200.) Uses the correct object code and agency number for each account. Mails to Renee Bolden, Comptroller General’s Office, Third Floor, Wade Hampton Office Building, Columbia, SC. Records distribution on appropriate sub fund bank accounts spreadsheet. |

**MAINTAINING FEDERAL FUNDS**

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Accountant – Cash Manager        | Reviews Activity Report for any negative cash in Pell, SEOG, ACG, and SMART grants; along with Federal Work Study, Perkins, and Direct Loans (if there is a federal contribution. Draws funds through the G5 system to reimburse these accounts. Gives copy of account number and invoice number with appropriate amounts to Accountant – Cashiering Services for receipting. For federal grants, draws funds through the appropriate federal website/phone request system as per request received from Director of Administrative Services. |
| Accountant – Cashiering Services | Receipts and send copy to Accountant – Cash Manager.   |
| Accountant – Cash Manager        | Maintains copy in current year file.   |

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**INTERDEPARTMENTAL REVENUE**

Responsibility

Action

Accountant – Cash Manager

Completes credit section of Interdepartmental Transfer to transfer money from state agency into revenue clearing (3041). Mails form and invoice to the agency. (An example is a request for reimbursement of grants.)

**APPROPRIATION TRANSFER**

Responsibility

Action

Accountant – Cash Manager

Submits an Appropriation Transfer to the appropriate state agency to transfer funds directly into the Appropriations sub fund. (An example is when the inventory clerk brings proof of equipment sale from Budget and Control Board. See Direct Deposit Example 1).

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**ACH REVENUE**

During the month Electronic Fund Transfer deposits from the ELM, US Department of Education, and other Federal agencies go into our ACH Revenue Account. At least once a month, the deposits have to be cleared out of the ACH Revenue Account and transferred to the Operating Account.

Responsibility

Action

Accountant – Cash Manager

Retrieves transactions going through this account through BB&T Cash Manager Online System or from the monthly ACH Revenue Bank Statement. (There is a manual on Cash Management's bookshelf that will guide you in using the BB&T system.)

Completes a journal voucher to do this transfer (see attached sample). Gets journal voucher number and batch number from Accounts Payable Supervisor's batch number log.

Uses the sub funds on the journal voucher as follows:

3232 - ELM  
3417 - US Department of Education Electronic Fund Transfers and all other Federal Electronic Fund Transfers

Sends journal voucher and letter by Courier Service to Mr. Paul Jarvis, State Treasurer's Office, Wade Hampton Office Building, Columbia, SC 29211 or faxes Audrey Wright at (803) 734-2161.

Records this on the Excel (Sub funds).

Processes a journal entry to the general ledger for this transaction.

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**BALANCING THE ACH REVENUE ACCOUNT**

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Accountant – Cashiering Services | Finalizes the cash spreadsheet the day after month-end close-out. Includes all ACH revenue received during the month.  |
| BB&T                             | Provides the ACH bank statement within the first week after closeout. Sweeps this account each night into the State Treasurer’s ACH revenue Composite account.   |
| State Treasurer                  | Provides the State Treasurer’s ACH Composite account statement within two weeks of closeout. Includes the total ACH revenue deposited during the month and the total journal vouchers processed to clear ACH revenue.  |
| Accountant – Cash Manager        | Balances the ACH revenue account by comparing the ACH deposits listed on the spreadsheet with the deposits on the BB&T ACH bank statement and the State Treasurer’s ACH Composite account statement. Matches deposits on all three documents. Verifies that the “Ending Balance” on the State Treasurer’s ACH Composite account statement equals the total of ACH deposits for which a journal voucher has not been done by month end. Completes this reconciliation within a day of receipt of State Treasurer’s ACH Composite account statement. |

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**STATE TREASURER'S SUB FUND ACCOUNT (Other than Revenue Clearing)**

Responsibility

Action

Comptroller General's Office

Provides the month-end Trial Balance (#CSA403CW ) for all H18 sub funds . Also provides Daily Transaction Registers detailing all transactions posted to the H18 sub funds. Provides both by the first Wednesday following month-end.

State Treasurer's Office

Provides by the first Wednesday following month-end the Cash Transactions Detail statements (#TSA444CM) for E16 (restricted) sub funds accounts. For each E16 sub fund, these statements show the opening and closing balances and transactions posted during the month.

Accountant – Cash Manager

Maintains a spreadsheet to record all transactions affecting the State Treasurer's sub fund accounts. Reconciles the sub fund balances on the spreadsheet to the aforementioned statements received from the Comptroller General's Office/ State Treasurer's Office within three days of their receipt.

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**REVENUE CLEARING**

Responsibility

Action

Accountant – Cashiering Services

Submits completed cash spreadsheet to Accountant – Cash Manager by the second business day after close-out.

Bank of America

“Sweeps” (transfers) each day’s transactions from the Deposit Sweep account to the State Treasurer’s Composite Deposit account.

State Treasurer's Office

Submits vouchers to the Comptroller General’s Office to post credit card transactions and transactions in the Composite Deposit account to the State’s accounting system.

Comptroller General's Office

Posts vouchers submitted by the State Treasurer and by other State agencies. Posts all receipts except those for Federal Electronic Fund Transfers and direct deposits into particular sub funds, to the Revenue Clearing Sub fund Account in Columbia. Provides Cash Manager with the month-end Trial Balance (#CSA403CW) for all H18 sub funds. Also, provides Daily Transaction Registers detailing all transactions posted to the H18 sub funds. Provides both by the first Wednesday following month-end.



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**REVENUE CLEARING (Continued)**

Responsibility

Action

Accountant – Cash Manager

Balances this account by comparing the Revenue Clearing balance shown on the CG's Trial Balance with the total deposits per the Cash Spreadsheet. Compares deposits on the Cash Spreadsheet with the deposits on the CG's Daily Transaction Registers to identify reconciling items. Completes this reconciliation within three days of receipt of the CG's Trial Balance. Researches all outstanding deposits on the Bank of America Online Bank Inquiry system and reports any evidence of delayed deposits to the Director of Financial Services and Student Accounts in writing. Spreads the revenue into proper sub fund accounts by using a journal voucher form. (See Spread Money Example) Mails form to Renee Bolden at Comptroller General's Office. Records distribution on sub fund spreadsheet.

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**TOTAL CASH**

Responsibility

Action

Accountant – Cash Manager

Balances by taking the prior month's ending Total Cash balance per the Trial balance and adding/subtracting any transactions that caused a net change in cash (T2001) during the month.

Includes:

Vouchers submitted to the CG's office for withdrawals from or deposits to sub funds, interdepartmental transfer disbursements, principal and interest payments on bonds, transfers of cash to/from investments. Total deposits receipted as shown on the Cashier's monthly deposit spreadsheet.

Reconciles this total to the month-end Total Cash balance per the month-end Trial Balance. Completes this reconciliation by the third business day after closeout. This reconciliation is filed in front of monthly journal entries.

**OPERATING ACCOUNT**

Responsibility

Action

Accountant – Cash Manager

Balances by taking prior month's balance, deducting expenditures taken from Operating Account check register and adding deposits for the month. Takes other changes such as return checks, void checks, and debits and credits from bank into consideration. Balances with the ledger, and records the reconciliation on the monthly summary in the check register.

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**CASH IN OPERATING ACCOUNT**

Responsibility

Action

Accountant – Cash Manager

In order to ensure that sufficient funds are maintained in the Operating Account, prepares a running total of all expenditures and deposits on a personal computer file and balances this total with the ledger at the end of each month.

**PAYROLL ACCOUNT**

Responsibility

Action

Accountant – Cash Manager

Balances by using the prior month's balance, deducting expenditure checks written by Payroll Department plus net of payrolls and adding deposits made during month. This includes gross of payrolls (minus state taxes) and any deposits given to Accounting by Payroll Department. Balance with ledger and files the reconciliation on the monthly summary in the check register.

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**DEPOSITS FOR PAYROLL**

Responsibility

Action

Accountant – Cash Manager

Transfers the gross amount of payroll out of the Operating Account into the Payroll Account. Forwards to Assistant Vice President for Accounting for verification.

Assistant Vice President for Accounting

Verifies the amounts of the transfer.

**FEDERAL RECEIVABLES**

Responsibility

Action

Accountant – Cash Manager

Ensures original award, plus any increase, minus cash receipted to receivable equals the receivable shown on the Activity Report.

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INSTRUCTIONS FOR COLLECTORS  
(VARIES WITH EACH SESSION)

Responsibility

Collector

Action

If the student can not pay, sends the student, with his/her bill schedule, to the problem station.

Asks the student for his/her bill schedule. Makes sure the date is today's date.

Fills in optional fees using the current fee schedule below. (Car registration will already be completed.)

Adds optional fees and fills in the amount on the line that says Total and Total Other Fees.

Add the computer generated balance to the Total Optional Fees and fills in the Total Amount Due. (If there are no Other Fees, this will be the same as the computer generated balance.)

If a student has a Housing Assessment Form, sends them to problem station.

Charges the student the Total Amount Due.

Collects cash or check from the student. Checks bad check list. **Verifies the amount of the check and makes sure the check is written correctly**, has a local address and telephone number, student's social security number, and signature on it. If check is for more than the amount due, sends the student to the problem station. Asks for an identification and initials in the top right corner of check if you positively identify the check writer. Initials the bottom left corner if did not see the student write the check.

If change needs to be made, gives cash or check to the person at the cash box.

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**INSTRUCTIONS FOR COLLECTORS  
(VARIES WITH EACH SESSION) (Continued)**

Responsibility

Collector

Action

Fills in the Cash Received blank and verifies amount collected from the student. Initials and dates bill/schedule. Verifies that the appropriate option has been checked.

Tear offs and stamps the yellow copy of the bill/schedule with the FMU stamp (keep this stamp with you at all times or turn it in), and gives to the student.

Paper clips the check(s) or exact cash to the white copy of the bill/schedule and retain.

If student pays with credit card, sends to the two collectors designated to take MasterCard/Visa/Discover cards.

Sends the student to the problem station if paying with counter checks, credit card checks, or checks on foreign banks. (FMU does not accept these forms of payment.)

Sends the student to the problem station if paying with a check payable to the student and FMU or to FMU alone from an organization that could possibly be an outside scholarship.

Sends the student to the problem station if paying with a PLUS check, which is made payable to one of the student's parents and FMU and is from a lending institution.

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**REGISTRATION SUPPLIES**

**COLLECTORS**

INSTRUCTIONS  
SMALL CASH ENVELOPES  
SCHEDULE OF OPTIONAL FEES  
PAPER CLIPS  
PENS  
\*NUMBERED FMU STAMPS  
STAMP PAD AND INK  
BOXES FOR FEE SLIPS AND  
MONEY COLLECTED  
LIST FOR NUMBERED STAMP USES  
PAPER CLIP HOLDERS  
BAD CHECK LIST

**DEPOSITS**

\*DEPOSIT SLIPS (3 CARBONS)  
\*FOR DEPOSIT ONLY STAMP (2)  
\*SIGNATURE STAMP  
STAMP PAD  
PAPER CLIPS  
SMALL RUBBER BANDS  
LARGE INTRA-CAMPUS ENVELOPES  
SCRATCH PAD  
TACKY FINGER  
CALCULATOR  
DEPOSIT BAGS  
STAPLER

**MISCELLANEOUS**

MASTERCARD INSTRUCTION MANUAL  
COMPUTER PAPER  
EXTRA BLANK BILL/SCHEDULES  
MASTERCARD AUTHORIZATION MACHINE  
MASTERCARD RUN-THROUGH MACHINE  
MASTERCARD RECEIPTS  
ADDING MACHINE PAPER  
YELLOW, BLUE AND GREEN \*PADS  
ASK ME STICKERS  
TAPE LISTING WITH TIMES  
MASTERCARD PRINTER TAPE  
CALL INFORMATION RESOURCE MANAGEMENT: BILL SCHEDULES FOR REGISTRATION

**CHRISTAL**

SCHOLARSHIP RECEIPTS  
BOOK CARDS  
LOAN AND SCHOLARSHIP CHECKS  
DEFERMENT APPLICATIONS  
PROMISSORY NOTES  
APPOINTMENT SHEETS  
WHITE CONTINUOUS FEED COMPUTER  
PAPER  
PAYMENT PLAN FORMS

**CAR REGISTRATION**

VEHICLE INFORMATION CARDS  
RESIDENT AND NONRESIDENT CAR DECALS

\*DENOTES ITEMS TO BE PLACED IN MONEY BOX

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**TELEPHONE SYSTEM DURING REGISTRATION**

Responsibility

Action

Accounting Staff

Takes phones off the hook except 1120 and 1596 (counter).



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**LEASE PROCEDURE**

Responsibility

Action

Purchasing

Gives Accounting information regarding lease of equipment.

Director of Accounting Services

Obtains the following information on the equipment:

1. Are you committing future money for a lease of equipment?
2. What is the fair market value according to the lease company?
3. What are the payment amounts?
4. How many periods does the lease cover?
5. What is the total to be repaid?
6. What is the State's borrowing rate? (Call the State Treasurer)
7. What is the useful life?
8. Will there be a residual value at the end of the lease?

Uses the total amount of payments, the number of periods and the State's borrowing rate to amortize the lease and calculate the present value of the minimum lease payments. Completes the lease register to determine if the lease is a capital or operating lease. If answers yes to any question in the register, records asset and liability. Reports capital lease in Comptroller General's year end closing package.

Accounts Payable

Processes payment. Splits monthly payments on capital leases between principal and interests. Charges operating lease to other contractual services on the general ledger.

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**LEASE PROCEDURE (Continued)**

Responsibility

Action

Accountant – Financial Reporting

Prepares journal entries to reduce liability and provides encumbrances separating principal and interest to Purchasing for a capital lease.

Adds Capital Lease items to the University Equipment listing to be amortized over the life of the lease.

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**INTEREST PRORATION TO SCHOLARSHIPS**

Responsibility

Action

Accountant – Financial Reporting

Looks at every Smallest Fund Breakdown account and pulls out ones with cash greater than \$10,000 – looks at current transaction. Lists all cash accounts greater than \$10,000 on a spreadsheet. Gives to Assistant Vice President for Accounting.

Assistant Vice President for Accounting

Approves interest allocation to scholarships, or if earnings are insufficient to allow allocations, approves documentation and forwards to Accountant – Financial Reporting.

Accountant – Financial Reporting

For each chosen account looks up T4001 (the Investment) in each fund and finds ending balance at the end of each month. Either pulls Smallest Fund Breakdown for each month or runs Transaction Review. Then pulls interest income accounts in restricted, unrestricted designated, and agency accounts. Does spreadsheet showing average monthly balance of those cash accounts. Scholarships balance greater than \$10,000 multiplied by the same percentage.

Prepares journal entry to post interest to scholarships.

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**INSURANCE POLICY RENEWALS**

Responsibility

Action

Director of Accounting Services

Sends each appropriate department a copy of last year's coverage and asks for updates to be returned in 10 days.

Appropriate Department:

Physical Plant - Property (building and fixed equipment), data processing equipment, and motor vehicle liability

Purchasing - Property (contents), data processing equipment, and fine arts

Administrative Computing Services - Data processing equipment

Academic Computing Services - Data processing equipment

Library - Data processing equipment and fine arts

Inventory - Fine arts

Accounting - Art on exhibit and business interruption

Human Resources - Medical malpractice and tort liability

Appropriate Department

Reviews prior year policy, adds or deletes items covered, and verifies accuracy of coverage. Sends to Accounting for renewal.

Note: Some policies, such as Builder's Risk and Vehicle Comprehensive & Collision, are renewed as occurred. Vehicle Comprehensive & Collision is only required on dispatch vehicles and in the first three years of a new service vehicle.

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**INSURANCE POLICY RENEWALS (Continued)**

Responsibility

Action

|                                 |   |
|---------------------------------|---|
| Director of Accounting Services | Schedules appointment with Vice President of Business Affairs to review each policy renewal with requested changes. |
|---------------------------------|---|

|                                    |   |
|------------------------------------|---|
| Vice President of Business Affairs | Reviews and makes suggestions for additional coverage needed. |
|------------------------------------|---|

|                                 |   |
|---------------------------------|---|
| Director of Accounting Services | Sends renewals to Insurance Reserve by May 5th. |
|---------------------------------|---|

|                        |   |
|------------------------|---|
| Insurance Reserve Fund | Prepares renewal of policies and mails to the University along with an IDT and invoice for payment. |
|------------------------|---|

The non-state insured insurance policies are carried through Cornell Street and Patterson. They are Public Official Bond/Faithful Performance of Duty, which is required on the Vice President of Business Affairs, and Dishonesty Public Official/Crime.

|                                 |   |
|---------------------------------|---|
| Director of Accounting Services | Reevaluates peak period coverage for registration and normal work loads. Sends to Assistant Vice President for Accounting for review. |
|---------------------------------|---|

|   |   |
|---|---|
| Assistant Vice President for Accounting | Reviews, makes any necessary changes, and approves. |
|---|---|

|                                 |   |
|---------------------------------|---|
| Director of Accounting Services | Prepares requisition to pay renewal and forwards to purchasing. |
|---------------------------------|---|

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**SALES AND USE TAX REPORTS**

Responsibility

Action

Accountant – Financial Reporting

Computes taxes due to the South Carolina Department of Revenue and Taxation on sales of transcripts, newsletters, and prints and purchases of items from out of state vendors that do not collect sales tax and any tax amounts charged for procurement card purchases. (These returns are due on the twentieth of each month.) Keys sales and purchases information on excel spreadsheet. Signs onto SC Dept of Revenue website MyDORWAY. Inputs information into system for appropriate month and file return. Also pay liability on My DORWAY system. Prepare DAF to have payment recorded, have DAF signed and give to Accounts Payable to process. Copy of report and DAF is maintained in Sales tax file. Staples a copy to original sales tax work-up sheet and gives to Accounts Payable to key on personal computer.

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**SALES AND USE TAX REPORTS (Continued)**

Responsibility

Action

Accountant – Financial Reporting

Monthly, computes taxes due to the South Carolina Department of Revenue and Taxation on athletic concession sales and cottage accommodations tax. Calculates monthly sales by running a transaction review on concession sales and gets cottage revenue from Ann Kelly and enters figures on spreadsheet. Sign onto SC Dept of Revenue MyDORWAY system and enter information into report. Prepare a DAF for payment amount due and give to Accounts Payable to process.

Accounts Payable

Records amount on DAF in GL system

Accountant – Financial Reporting

Retains copy of SAF and sales tax return in sale tax file.

**ADMISSIONS TAX**

Responsibility

Action

Accountant – Financial Reporting

Computes taxes due to the South Carolina Department of Revenue and Taxation on ticket sales for all events on campus. Uses receipts to calculate tax and charge to the correct account. Completes, signs and makes 2 copies of tax return and forwards a copy to Accounts Payable for payment.

Accounts Payable

Generates check and forwards to Accountant – Financial Reporting.

Accountant – Financial Reporting

Attaches check to original tax return and mails to the address indicated on the form.

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**INCREASE PETTY CASH**

Responsibility

Action

Assistant Vice President for Accounting

Approves the request for any permanent increase in a Petty Cash Fund.

Director of Accounting Services

Sends memo to State Auditor's Office requesting permanent increases. When request is approved by State Auditor's Office, processes an approved Disbursement Authorization form and charges the proper Petty Cash account. If the increase is temporary the same fund is credited when money is returned and receipted.



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**BALANCING ACCOUNTING BUDGET**

| <u>Responsibility</u>           | <u>Action</u>  |
|---------------------------------|--|
| Director of Accounting Services | Checks the Accounting budget (1-554) monthly by comparing the printout to purchase orders and Intra-Institutional Transfers. Marks purchase orders and Intra-Institutional Transfers paid or encumbered when they appear on printout and refiles in Purchase Order folder. |

**ACCOUNT GROUPS**

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Accountant – Financial Reporting | Checks each account group in the Trial Balance to see if total debits equal total credits. |

**REVENUE**

| <u>Responsibility</u>            | <u>Action</u>  |
|----------------------------------|--|
| Accountant – Financial Reporting | Checks to ensure there are only the correct revenue codes in each restricted type of account. (No federal should be set up in state, etc.) |

**ACTIVITY REPORT**

| <u>Responsibility</u>            | <u>Action</u>   |
|----------------------------------|---|
| Accountant – Financial Reporting | Checks each account to see if it is in balance. Uses printout (GL0178) from Administrative Computing Services that prints asterisk (*) by the account if it is out of balance.<br><br>Checks transactions for reasonableness. |

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**ACTIVITY REPORT (Continued)**

Responsibility

Action

Accountant – Financial Reporting

Balances project accounts by budget and project life to ensure that by budget, sources = uses. Ensures the sources for 1, 3, or 4 account budgets equals project life. At year end, balances construction in progress.

Checks Agency Funds and calls responsible person if there are debit balances. Invoices the Foundations for debit balances.

**REVENUE / EXPENDITURE BUDGET**

Responsibility

Action

Accountant – Financial Reporting

Uses Personal Services printout (Budget Summary Account Group 1 Total) (GL0533) to arrive at expenditure budget. Ensures that this amount equals Unrestricted General Revenue Summary's (GL0008) budget amount.

**TRANSFERS BETWEEN ACCOUNT GROUPS**

Responsibility

Action

Accountant – Financial Reporting

Using Trial Balance by Cost Code, verifies that all addition transfers offset the deduction transfers.

**TRANSFERS WITHIN ACCOUNT GROUPS**

Responsibility

Action

Accountant – Financial Reporting

Ensures that total addition transfers in each account group equals total deduction transfers.

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**BALANCING SPIRS**

Responsibility

Action

Accountant – Financial Reporting

Verifies the following from the monthly SPIRS printout:

1. Each dollar amount on SPIRS report equals dollar amount on expenditure report.
2. Each account with permanent improvement expenditure on expenditure report is on SPIRS report.
3. Each department or Smallest Fund Breakdown is converted to correct project identification number and sub fund.
4. Each FMU object code is converted to correct STARS code.

Verifies all permanent improvement expenditures on the SPIRS report form Budget & Control Board to be sure total project expenditures to date are correct on printout. If there are corrections for Budget and Control Board, send to Carol Routh, State Budget and Control Board, Division of General Services, 1201 Main Street, Suite 410, Columbia, SC 29201.

**EQUIPMENT**

Responsibility

Action

Accountant – Financial Reporting

Adds new equipment purchases on the equipment listing monthly printout and deletes disposals on the Fixed Asset Maintenance program (See Updating Fixed Assets - Systems Manual). Matches the fixed asset listing to Information Resource Management's Inventory Listing at June 30.

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**BALANCING TRIAL BALANCE / GENERAL LEDGER**

Responsibility

Action

Accountant – Financial Reporting

Investigates any negative items in Revenue and any items which are in the wrong term.

Makes sure Petty Cash is equal to the balance that should be maintained.

Checks indirect cost.

Checks 8000 accounts.

Investigates overages and shortages in 1 and 2 account group.

Investigates 1 and 2 account group expenditures which seem to be charged to inappropriate accounts.

Ensures bond payments are equal to principal balance on debt schedule.

Checks payment schedule to see if interest and principal payment is due and paid on capital leases. Checks liability.

Pulls check folders to E8000 codes to ensure that they are charged correctly.

Pulls check folders on 1099 list and verifies that they should be getting flagged.

Ensures that changes in the Debt Management Report matches capital improvement bond revenue.

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**BALANCING DEPARTMENTAL EXPENSE REPORT**

Responsibility

Action

Accountant – Financial Reporting

Checks transactions for reasonableness with special attention to departments 080, 083, 505, and 515 as well as athletic departments.

**VERIFYING BANK CARD FEES**

Responsibility

Action

Accountant – Financial Reporting

Uses monthly cash spreadsheet on shared drive to verify deposits and correct invoice amount, for Web payments, Discover, and MasterCard/Visa and American Express.

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**ACCOUNTING JOURNAL ENTRIES**

Responsibility

Action

Accountant – Cash Manager or  
Accountant – Financial Reporting

Receives and reviews requests from various areas for entries that cannot be processed by any other system which feeds the General Ledger, or becomes aware that a journal entry is necessary to record a transaction. Analyzes transactions and writes entries on pre-numbered forms and forwards to Assistant Vice President for Accounting or Director of Accounting Services for approval.

Assistant Vice President for Accounting or  
Director of Accounting Services

Reviews and approves journal entry, then returns to Accountant.

Accountant – Cash Manager or  
Accountant – Financial Reporting

Keys prepared entry on the Services or Accountant journal entry system. Verifies accuracy and uses to balance the total cash and the operating accounts at month end. Files in numerical sequence with journal entries for the month.

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**NON-ROUTINE PAYROLL JOURNAL ENTRIES**

| <u>Responsibility</u>                   | <u>Action</u>  |
|---|--|
| Payroll Coordinator                     | Requests journal entry from Director of Accounting Services.   |
| Director of Accounting Services         | Reviews documentation and forwards to Accountant – Financial Reporting.  |
| Accountant – Financial Reporting        | Prepares entries and forwards entries to Assistant Vice President for Accounting for approval. (Liability payments are posted automatically. No longer done through the journal entry system.) |
| Assistant Vice President for Accounting | Reviews and approves then returns to Accountant – Financial Reporting.   |
| Accountant – Financial Reporting        | Keys entry.  |
| Accountant – Cash Manager               | Uses journal entries to balance the Payroll General Ledger and bank account at month end. Files in numerical sequence in the month's journal entry file.                                       |

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**MONTHLY JOURNAL ENTRIES**

Each month certain journal entries must be done to record amounts that are not otherwise recorded.

Responsibility

Action

Accountant – Cash Manager or  
Accountant – Financial Reporting

Keys journal entry number, account number,  
and debit/credit amount.

1-000-L5057-0000  
    1-000-R0755-0000 (or appropriate distribution code)  
    To distribute undistributed revenue.

3-000-T4001-3000 (Investment)  
    3-000-T2001-3000 (Cash)  
4-000-T4001-4024 (Investment)  
    4-000-T2001-4024 (Cash)  
4-000-T4001-4023 (Investment)  
    4-000-T2001-4023 (Cash)  
    To transfer cash to investments

1-000-T1001-0000 (Cash – Operating)  
    1-000-T2001-0000 (Cash)  
    To record withdrawals from State Treasurer.

1-000-T1001-0000 (Cash – Operating)  
    1-000-T2001-0000 (Cash)  
    To record voided checks.

1-000-T1001-0000 (Cash-Operating)  
    1-000-L8074-0000 (Stale Dated Checks)  
    To write off state dated checks.



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**MONTHLY JOURNAL ENTRIES (Continued)**

3-000-T2001-3000 (Cash)

3-000-T4001-3000 (Investments)

To reduce investments liquidated.

1-000-T5090-0000 (Allowance for Bad Debt )

1-590-E4606-0000 (Telephone)

To write off amount not collected by SC Department of Revenue and Taxation.

1-000-T5090-0000 (Allowance for Bad Debt)

1-000-T2001-0000 (Cash)

2-000-R0482-2050 (Housing Fines)

2-000-T2001-2050 (Cash)

To write off fine or if student is deceased.

1 -000-R0623-0000 (Budget and Control Board Secondary Reduction of Revenue or  
appropriate revenue code)

1-000-T2001-0000 (Cash)

To record reduction in appropriation.

7-000-D0000-8420 (Cash Transfer Within Account Group)

7-000-T2001-8420 (Cash)

7-000-T2001-8620 ( Cash – Sub fund 4324)

7-000-A0000-8620 (Cash Transfer Within Account Group)

7-000-T2001-8110 (Cash – Sub fund 4238)

7-000-A0000-8110 (Cash Transfer Within Account Group)

7-000-T2001-8200 (Cash – Sub fund 4327)

7-000-A0000-8200 (Cash Transfer Within Account Group)

To transfer funds from revenue fund where needed.

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**MONTHLY JOURNAL ENTRIES (Continued)**

- 1-000-T8800-0000 (Accumulated Depreciation - Equipment)  
1-000-R0731-0000 (Gain/Loss on Sale of Fixed Asset)  
    1-000-A0007-0000 (Capital Transfer)  
7-000-D0006-0000 (Capital Transfer)  
    7-000-T7800-7000 ( Equipment)  
    To record deletions in inventory.
- 4-000-D0000-4428 (Cash Transfer Within Account Group)  
    4-000-T2001-4428 (Cash)  
4-000-T2001-4435 (Cash)  
    4-000-A0000-4435 (Cash Transfer Within Account Group)  
    To transfer ten percent of Federal Work Study to SEOG.
- 3-000-D0005-3007 (Cash Transfer to Capital Account Group)  
    3-000-T2001-3007 (Cash)  
7-000-T2001-7XXX (Cash)  
    7-000-A0003-7XXX (Cash Transfer from Designated Account Group)  
    To transfer funds from Maintenance Reserve Fund to Project.
- 3-000-D0004-3060 (Cash Transfer To Restricted Account Group)  
    3-000-T2001-3060 (Cash)  
4-000-T2001-4905 (Cash)  
    4-000-A0003-4905 (Cash Transfer From Designated Account Group)  
    Transfer matching Funds for Perkins Grant when the draw takes place.
- 1-000-T1001-0000 (Cash)  
    1-554-E5299-0000 (Over/Short)  
    To record overage in Bank.
- 1-000-T1005-0000 (Cash)  
    1-554-L2021-0000 (Over/Short)  
    To record overage in Bank (Payroll).

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**JOURNAL ENTRIES TO RECORD LEASES**

7-000-T7710-7000 (Leased Equipment)  
    7-000-L5500-7700 (Current Lease Liability)  
    7-000-L8200-7000 (Noncurrent Lease Liability)  
To record lease and liability.

1-535-E8905-0000 (Retirement of Indebtedness)  
    1-000-T2001-0000 (Cash)  
1-535-E9501-0000 (Interest and Executory)  
    1-000-T2001-0000 (Cash)  
To pay lease.

7-000-L5500-7000 (Lease Liability)  
    7-000-A0007-7000 (Capital Transfer)  
1-000-D0006-0000 (Capital Transfer)  
    1-535-E8905-0000 (Retirement of Indebtedness)  
To reduce lease liability.

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**PRIOR TO YEAR END JOURNAL ENTRIES**

- 3-000-D0000-3055 (Cash Transfer Within Account Group)
  - 3-000-T2001-3055 (Cash-Investment Income)
- 3-000-T2001-3120 (Cash-Swamp Fox Supplement Fund)
  - 3-000-A0000-3120 (Cash Transfer Within Account Group)

To prorate interest to designated accounts.
  
- 3-000-R0742-3065 (Investment Income State Treasurer)
  - 3-000-T2001-3065 (Cash-Investment Income)
- 4-000-T2001-4XXX (Cash-Scholarship)
  - 4-000-R0742-4XXX (Investment Income)

To prorate interest to scholarships.
  
- 3-000-T2001-3910 (Cash-FMU Scholarship)
  - 3-000-A0000-3910 (Cash Transfer Within Account Group)
- 3-000-T2001-3900 (Cash-Swamp Fox Scholarship)
  - 3-000-A0000-3900 (Cash Transfer Within Account Group)
- 3-000-D0000-3009 (Cash Transfer Within Account Group)
  - 3-000-T2001-3009 (Cash-Program Enhancement)
- 3-000-D0000-3009 (Cash Transfer Within Account Group)
  - 3-000-T2001-3055 (Cash-FMU Fund)

To transfer funds to scholarships.

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**YEAR END JOURNAL ENTRIES**

3-000-L5057-3050 (Undistributed Revenue)

    3-000T2001-3050 (Cash-Undistributed Revenue)

1-000-T2001-0000 (Cash-General)

    1-000-L5099-0000 (Student Account Access)

To adjust revenue from Summer II fee payments made prior to year end.

X-XXX-T6500-XXXX (Prepaid Expenses)

    X-XXX-E9509-XXXX (Expended for Prepayments)

To record prepaid expenses. (Reverse to appropriate expense account in the new year.)

X-000-T5XXX-XXXX (Accounts Receivable)

    X-000-R0XXX-XXXX (Revenue)

To record accounts receivable at year end. (Reverse in the new year.)

X-XXX-EXXXX-XXXX (Expense)

    X-XXX-L1100-XXXX (Accounts Payable)

To record accounts payable at year end. (Reverse in the new year.)

X-XXX-E2XXX-XXXX (Annual Leave)

    X-000-L3000-XXXX (Current Portion - Accrued Annual Leave)

    X-000-L8000-XXXX (Non-current Portion - Accrued Annual Leave)

To record accrued annual leave.

X-000-R0XXX-XXXX (Revenue)

    X-000-L407X-XXXX (Deferred Revenue)

To record amounts received and receipted but not earned (operating revenue only).

2-000-D0003-20X0 (Cash Transfer To Designated Account Group)

    2-000T2001-20X0 (Cash-Auxiliary)

3-000-T2001-3055 (Cash-FMU Fund)

    3-000-A0002-3055 (Cash Transfer From Auxiliary)

To transfer auxiliary cash to FMU account.

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**YEAR END JOURNAL ENTRIES (Continued)**

4-XXX-D0003-XXXX (Cash Transfer To Designated Account Group)  
    4-000-T2001-XXXX (Cash)  
3-000-T2001-3060 (Cash-FMU Regulated)  
    3-000-A0004-3060 (Cash Transfer From Restricted Account Group)  
To record indirect cost of Federal programs.

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE**

**E1XXX PERSONAL SERVICES**

Expenses for the direct services of persons who are in the employment of the Francis Marion University, whether such employment is on a permanent, temporary or fee basis.

**E2XXX EMPLOYER CONTRIBUTIONS**

Expenses for the portion of retirement, social security, worker's compensation, insurance, and unemployment compensation contributed by Francis Marion University.

**E30XX-E33XX TRAVEL**

Department: ALL

E3100 - Travel - Regular

Expenses by Francis Marion University while traveling on official business of the University. All payments are subject to Travel Policies and Procedures. Generally used by all departments.

Examples:

Lodging

Meals

Mileage

Registration Fees

Transportation (Airfare, Vehicle Rental, etc.)

E3105 – Travel – Regular Contracted

Expenses for transportation, mileage, and other legal charges necessary for travel paid with an FMU procurement card or purchase order under extraordinary circumstances.

Department : 220 (Community Services)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E3115 - Travel - Recruiting

Expenses for transportation, mileage, lodging, meals , and other legal charges necessary for travel related to recruiting athletes.

Department:

|                          |                      |
|--------------------------|----------------------|
| 436 (Athletics)          | 458 (Soccer - Women) |
| 439 (Baseball)           | 460 (Softball)       |
| 442 (Basketball - Men)   | 463 (Tennis - Men)   |
| 445 (Basketball - women) | 466 (Tennis - Women) |
| 451 (Golf)               | 472 (Track - Men)    |
| 457 (Soccer - Men)       | 473 (Track - Women)  |
|                          | 475 (Volleyball)     |

E3120 – Travel – Recruiting Contracted

Expenses for athletic recruiting travel paid with an FMU procurement card or purchase order under extraordinary circumstances.

Department:

|                          |                      |
|--------------------------|----------------------|
| 439 (Baseball)           | 460 (Softball)       |
| 442 (Basketball - Men)   | 463 (Tennis - Men)   |
| 445 (Basketball - women) | 466 (Tennis - Women) |
| 451 (Golf)               | 472 (Track - Men)    |
| 457 (Soccer - Men)       | 473 (Track - Women)  |
| 458 (Soccer - Women)     | 475 (Volleyball)     |

E3130 - Travel - Service Vehicles

To account for mileage expense of service vehicles.

Department: 610 (Building Maintenance)

E3138 - Travel - Supervising Clinical Experience

Expenses for transportation, mileage, lodging, meals, and other legal charges necessary for travel related to supervising education majors clinical experience.

Department:

025 (Education)  
350 (Faculty Development - Travel)



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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E3149 - E3299 - Travel

Expenses for transportation, mileage, lodging, meals and other legal charges necessary for travel as defined in grant.

Department: 350 (Faculty Development - Travel)

E3300 - Non-State Employee Travel

Expenses for non-state employees while traveling during performance of their services while under contract with the University. Travel paid to volunteer workers and students should be charged to this code as well. All payments are subject to Travel Policies and Procedures. Generally used by all departments.

E3305 Non - state employee Travel Contracted

Expenses for non-state employees travel paid with a purchase order that generally includes athletic team travel on contracted buses.

|                          |                      |
|--------------------------|----------------------|
| Department:              | 458 (Soccer - Women) |
| 436 (Athletics)          | 460 (Softball)       |
| 439 (Baseball)           | 463 (Tennis - Men)   |
| 442 (Basketball - Men)   | 466 (Tennis - Women) |
| 445 (Basketball - Women) | 472 (Track - Men)    |
| 451 (Golf)               | 473 (Track - Women)  |
| 457 (Soccer -Men)        | 475 (Volleyball)     |

E3310 – Non-State Employee Travel Tournaments

Expenses for travel for athletic tournaments.

Examples:

Lodging

Meals

Mileage

Transportation (airfare, vehicle rental etc.)

E3315 – Non-State Employee Travel Tournaments Contracted

Expenses for non-state employees travel paid with a purchase order that includes athletic team tournament travel on contracted buses.

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

**E34XX-E39XX CONTRACTUAL SERVICES**

E3400 - Advertising

Expenses for services to promote various agency projects and/or support of volunteer workers.

Department:

|                         |  |
|-------------------------|--|
| 061 (QEP)               | 225 (Small & Minority Business Assistance) |
| 080 (Other Instruction) | 309 (Enrollment Management)                |
| 220 (Community Service) | 407 (Enrollment Marketing)                 |
| 222 (CFC-Child Care)    | 545 (Communication Services)               |
| 223 (Fiction Festival)  | 900 (Auxiliary)                            |

E3401 - Advertising - Positions

Expenses to publications for notices of positions available for employment.

Department:

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| 081 (Instruction – General Academics) | 333 (School of Business)          |
| 101 (Sponsored Research)              | 484 (Student Services Recruiting) |
| 218 (Center for the Performing Arts)  | 575 (Institutional Recruiting)    |
| 308 (Academic Support Recruiting)     |                                   |

Smallest Fund Breakdown:

3405 (Artist Fees and Contracts)

E3406 - Attorney Fees

Expenses for legal services provided by attorneys used by the following:

Department: 550 VP for Business Affairs

E3423 – Contractual Services – Printing

Expenses for printing services

Department:

|                              |  |
|------------------------------|--|
| 222 (CFC-Child Care)         | 418 (Registrar)                              |
| 245 (Public Service Support) | 423 (Asst. V.P. Acad. Servs. & Student Dev.) |
| 400 (Admissions)             | 545 (Community Relations)                    |
| 407 (Enrollment Marketing)   | 483 (Student Services)                       |

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E3430 – Contractual Services – Technology

Expenses for technology maintenance / service contracts.

E3435 - Data Processing Services

Expenses for data processing services, whether services are rendered on or off campus.

Department:

010 (Business Administration, Economics & Computer Science)

070 (Psychology & Sociology)

315 (Computer Center)

554 (Accounting)

564 (Administrative Computing Services)

Examples:

Computer Run Times

Programming

E3440- Educational and Training Services

Expenses for fees or honorariums for conducting workshops, or seminars and for educational consultants.

Department:

218 (Center for the Performing Arts)

517 (V.P. for Administration)

307 (Academic Support)

574 (Human Resources)

315 (Network Operations)

610 (Building Maintenance)

E3450- Marketing

Expenses for marketing services related to the Center for the Performing Arts.

E3800 – Other Contractual Services

Expenses for services which involve the use of equipment, materials, or commodities.

Department: All

Examples:

Consultants and Speakers who are not FMU employees

Contracted Lodging

Installation of Carpeting

Freight – when not related to a purchase

Maintenance Contracts

Printing of Publications

Upholstery



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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E3815 – Rental

Expenses for contracted vehicle rental.

Department: 570 (Motor Pool)

E3820 – Repairs

Expenses for contracted repairs of buildings or equipment.

Department:

315 (Computer Center)

610 (Building Maintenance)

620 (Grounds Maintenance)

Smallest Fund Breakdown:

2020 (Outsourced Dining Services)

2052 (Outsourced Housing - Maintenance)

E3833 – Subscriptions Electronic

Expenses for current year electronic subscriptions.

Department: 325 (Rogers Library)

E3840 – Student Functions and Events

E3841 – Employee Functions and Events

E3842 – Business Meals and Entertainment

Department: All

E3845 – Athletic Recruiting Functions and Events

Department:

436 (Athletics)

458 (Soccer - Women)

439 (Baseball)

460 (Softball)

442 (Basketball - Men)

463 (Tennis - Men)

445 (Basketball - women)

466 (Tennis - Women)

451 (Golf)

472 (Track - Men)

457 (Soccer - Men)

473 (Track - Women)

475 (Volleyball)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

**E4XXX-E44XX SUPPLIES**

E4100 - Supplies

Expenses for articles or substances which have specific uses and, when they are applied to their respective uses, are subject to such changes that will consume them or render them unfit for continuous and permanent use. Also to be classified as Supplies expenses are purchases of articles, parts, or things of a permanent nature which can be used continuously and which cost less than \$5000. Items of this nature which cost \$5000 or more and meet the Equipment definition should be charged to Equipment ( See Equipment definition). Transportation charges and tax paid on Supplies are a part of the cost of Supplies and will be classified and charged as such. Generally used by all departments. Read below for specific supply expense codes.

Examples:

Copying Charges  
Educational Supplies  
Equipment Costing Less than \$5000  
Janitorial Supplies (except SFB 2020 - Dining Services)  
Office Supplies  
Printed Supplies  
Printing - On Campus  
Repair Parts

Department: 400 (Admissions)

E4103 - Arboretum

Expenses necessary for the creation and maintenance of a place for scientific study and public exhibition of species of trees and shrubs.

Department: 005 (Biology)

E4105 - Art

Expenses for supplies used for art classes.

Department: 035 (Fine Arts)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E4106 – Books

Expenses for library books, films, periodicals, magazines, and other publications to be retained for permanent use.

Department:

056 (Nursing)

325 (Library)

075 (Gender Studies Committees)

Smallest Fund Breakdowns:

4335 (Library Fund)

4345 (Quattlebaum's Library Fund)

E4108 - Rental Expense

Department: 900 (Auxiliary)

SFB: 2056 (Housing)

E4107 - Preservation

Binding or rebinding of books and periodicals.

Department: 325 (Library)

E4110 - First Aid

Expenses for consumable supplies used for medical purposes.

Department: 436 (Athletics)

E4118 – Procurement Card

Expenses for procurement card.

Department: 582 (Purchasing)

E4119 – Maintenance Supplies

Expenses for maintenance supplies.

Department: 315 (Computer Center)

Smallest Fund Breakdown: 2056 (Outsourced Housing)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E4120 - Music

Expenses for supplies used for music classes.

Department: 035 (Fine Arts)

E4122 - Supplies - Print Shop

Expenses for on-campus printed materials and supplies (separate from office supplies).

Department: All

E4124 - Photography Supplies

Expenses for photographic supplies.

Department: 545 (Communication Services)

E4125 - Postage

Expenses for postage stamps, postal cards, printed stamped envelopes, bulk permits, bulk mailing charges, presorting mail (postage), etc.

Department: 530 (Mailroom)

E4126 – Postage Reimbursement

Expenses for postage of mailroom.

Department: All

E4130 - Supplies - Project

Expenses for supplies/purchases for routine maintenance projects.

Department:

222 (CFC-Child Care)

255 (Center of Excellence)

309 (Enrollment Management)

315 (Network Operations)

568 (Institutional Support)

605 (Facilities Management Administration)

626 (Maintenance, Replacements, and Repairs)



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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

Smallest Fund Breakdown:

2052, 53 (Housing Summer Repairs)                      3300 (Biology Enhancement Fund)  
2056 (Outsourced Housing)                                3628 (Academic Department Awards)  
3110 (Residential Network Support)

E4132 - Supplies - Library Public Printers  
E4133- Supplies - Media Center Public Printers  
E4134 - Supplies - Academic Computing Center Public Printers

Department: 586 (Stockroom)

E4138 – Supplies – Technology  
Expenses for supplies for technology.

Department: All

E4139 – Supplies – Teaching Materials Center  
Expenses for supplies for teaching materials center.

Department: 025 (Education)

E4140 - Tests  
Receipts for tests and expenses for purchase of test booklets, test manuals, answer sheets, and other test materials for use in testing programs.

Department:  
405 (Office of Career Development)                      412 (Counseling and Testing Center)

E4145 - Theatre  
Expenses for supplies used for theatre classes.

Department: 035 (Fine Arts)

E4150 - Uniforms  
Expenses for the purchase of uniforms.

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

Department:

|                          |                                     |
|--------------------------|-------------------------------------|
| 439 (Baseball)           | 463 (Tennis - men)                  |
| 442 (Basketball - men)   | 466 (Tennis - women)                |
| 445 (Basketball - women) | 472 (Track - men)                   |
| 451 (Golf)               | 473 (Track - women)                 |
| 457 (Soccer - men)       | 475 (Volleyball)                    |
| 458 (Soccer - women)     | 605 (Physical Plant Administration) |
| 460 (Softball)           | 627 (Public Safety)                 |

Smallest Fund Breakdown:

|                           |                     |
|---------------------------|---------------------|
| 3128 (ADS-Women's Soccer) | 3130 (ADS-Softball) |
|---------------------------|---------------------|

**E45XX-E49XX UTILITIES**

E4602 – Electricity

Expenditures for electricity purchased for light and power to operate equipment or buildings for State use.

Department:

630 (Utilities)  
900 (Auxiliary)

Smallest Fund Breakdown:

2020 (Dining Services)  
2034 (Outsourced Laundry Services)  
2052 (Housing Summer Repairs)  
2056 (Outsourced Housing)

E4603 – Water

Expenditures for water purchased for State use.

Department: 630 (Utilities)

Smallest Fund Breakdown:

2020 (Dining Services)  
2034 (Outsourced Laundry Service)  
2056 (Outsourced Housing)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E4605 – Telephone Bill

Expenditures for telephone line charges when such are used in the transaction of official

Department:

316 (Distance Learning Classroom)

590 (Telephone)

E4606 – Telephone

Expenses for long distance telephone

Department: All

E4607 – Fuel Oil

Expenses for fuel oil and kerosene purchased for combustion in furnaces and boilers and for related uses.

Department:

035 (Fine Arts)

424 (University Center)

570 (Motor Pool)

607 (Facilities Support)

630 (Utilities)

Smallest Fund Breakdown:

2020 (Outsourced Dining Services)

2034 (Outsourced Laundry Service)

2056 (Outsourced Housing)

E4610 – Utilities Reimbursement

Reimbursements of expenses for utilities.

Smallest Fund Breakdown:

2010 (Outsourced Bookstore)

2020 (Outsourced Dining Services)

2056 (Outsourced Housing)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

**E50XX – E54XX OTHER OPERATING EXPENSES**

E5050 Administrative Expense

Occasional necessary expenses that do not involve the purchase of goods or services.

Department:

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| 078 (International Studies)           | 483 (Student Services)              |
| 080 (Other Instruction)               | 484 (Student Services - Recruiting) |
| 081 (Instruction - General Academics) | 505 (President's Office)            |
| 308 (Academic Support Recruiting)     | 515 (Campus Events/Promotions)      |
| 222 (CFC-Child Care)                  | 575 (Institutional Recruiting)      |

Smallest Fund Breakdown:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| 2021 (Dining Services-FMU)         | 3365 (School of Business Fund)      |
| 2034 (Outsourced Laundry Service)  | 4135 (Larsen, Dr. Richard A. Award) |
| 3009 (Program Enhancement)         | 4428 (Federal Work Study)           |
| 3055 (FMU Fund)                    | 4905 (Perkins Loan)                 |
| 3060 (FMU Regulated)               | 4906 (Perkins Loan Contra Account)  |
| 3120 (Swamp Fox Supplemental Fund) |                                     |

Examples:

Reimbursements for moving expenses

E5075 - Bad Check Expense

Expense incurred in writing off bad checks.

Department:

554 (Accounting)

E5076 - Returned check fee

Credit received for returned check fees.

Department: 554 (Accounting)

E5080 - Bad debt expense

Expense incurred in writing off bad debts.

Department: 554 (Accounting)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E5085 - Credit Card Merchant Charges

Expenses incurred for the use of credit card machines at a negotiated rate.

Department:

222 (CFC-Child Care)

568 (Institutional Support)

E5090 - Collection Costs

Expenses set up to record payments to collection agencies for collecting bad debts for the University.

Department: 554 (Accounting)

Smallest Fund Breakdown:

4905 (Perkins Loan)

4910 (Driggs)

E5095 - Cost of Financing

Expenses incurred in the process of financing bonds.

Smallest Fund Breakdown:

8615 (Athletic Revenue Bond Proceeds)

8650 (Institutional Bond Proceeds)

E5100 - Dues

To include all payments of membership and dues to professional societies and organizations which are necessary to accomplish the agency's mission.

Department: All

Smallest Fund Breakdown:

3124 (Athletic Dept. Support - Women's Basketball)

3130 (Athletic Dept Support-Softball)

3300 (Biology Enhancement Fund)

3365 (School of Business Fund)

3555 (Student Cheerleaders)

3588 (Student Newspaper)

3590 (Student Programming Board)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E5105 - Insurance Non-State

Expenses for insurance on State property or for the premium on fidelity bonds covering State officials and employees. To include premium on tort liability insurance.

Department:

222 (CFC-Child Care)

562 (General Institutional Expense)

436 (Athletics)

E5110 - Insurance - State

Expenses for insurance on State property. To include tort liability insurance. This pertains to insurance offered by a State agency.

Department:

240 (Francis Marion Trail)

562 (General Institutional Expense)

246 (ARCH Program)

625 (Plant Property Insurance)

Smallest Fund Breakdown:

2021 (Dining Services - FMU)

3626 (Rural Assistance Initiative)

2056 (Outsourced Housing)

E5113 – Rental – Non-State Owned Real Property

Department:

607 (Physical Plant Support)

E5118 - Stale Dated Checks

Credits due to the write-off of checks which never cleared the bank.

Department: 568 (Institutional Support)

E5120 - Taxes and Licenses

To account for the remittance of sales tax and admissions tax to the Dept of Revenue and Taxation. (Use tax remitted should be classified under the object code of original purchase).

To account for discounts on taxes and license fees of the SC Dept of Revenue and Taxation.

Department:

429 (International Student Affairs)

483 (Student Services)

562 (General Institutional Expense)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E5215 - Indirect Cost Recovered

To record administrative fee reimbursements from the Federal government.

E5299 - Over & Short

To account for daily differences in petty cash.

Department:

222 (CFC-Child Care)

415 (Orientation)

325 (Rogers Library)

436 (Athletics)

412 (Counseling & Testing)

554 (Accounting)

Smallest Fund Breakdown:

2025 (Athletic Concessions)

**E55XX DEPRECIATION / AMORTIZATION, RETIREMENT EXPENSE**

E5501 – Depreciation

To record annual depreciation expense.

Department: 701 (Depreciation)

E5503 – Amortization

To record annual amortization of software.

Department: 701 (Depreciation)

**E6XXX SCHOLARSHIPS**

Expenses for the awarding of financial aid to students as defined by the terms of the gift, grant or program.

**E8XXX CAPITAL EXPENDITURES**

**E8100 - E8840 – Expenditures For Plant Facilities**

Expenses incurred for projects that will be capitalized at completion.

Department: 700 (Plant)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E8850 - Equipment

Expenditures for moveable articles costing \$5000 or more and having a life expectancy of more than one year.

Department: All

Examples:

Furniture costing \$5000 or more

Machines (Moveable) costing \$5000 or more

E8851 - Capitalization of Fixed Assets

Department: 083 (Instructional Support)

245 (Public Service Support)

307 (Academic Support)

483 (Student Services)

568 (Institutional Support)

607 (Facilities Support)

E8854 - Motor Vehicles

Expenditures for self-propelled vehicles for highway use.

Department: 570 (Motor Pool)

E8855 - Software

Expenditures for software costing \$100,000 or more.

Department: All

E8865 - Treasures

Expenditures for historical collections, museum pieces, and works of art costing \$5,000 or more.

Department: All

E8870 - Expenditures For Incomplete Projects

To close current expenditures for incomplete projects to construction in progress at year end in order to capture project life expenditures in E8100 - E8841.



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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

Department: 700 (Plant)

**E89XX – E94XX DEBT RELATED TO CAPITAL ASSETS**

E8905 - Retirement of Indebtedness

To record principal debt payments.

Department:

530 (Mailroom)

535 (Office Services)

590 (Telephone)

Smallest Fund Breakdown: 8630 (Institutional Bond Payment Account)

E8910 - Loss on Early Refunding on Bonds

To record costs associated with the early refunding on bonds

Department: 700 (Plant)

**E95XX – NON-OPERATING EXPENDITURES**

E9501 – Interest and Executory Fees on Indebtedness

To record interest and executing fees on debt

Departments:

530 (Mailroom)

535 (Office Services)

590 (Telephone)

Smallest Fund Breakdown:

8610 (Athletic Revenue Bond Debt Service)

8630 (Institutional Bond Payment Account)

E9503 – Payments of Agent Fees

Departments: 568 (Institutional Support)

Smallest Fund Breakdowns: 8420 (Revenue Bond Revenue Fund)

8630 (Institutional Bond Payment Account)

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**EXPENDITURE OBJECT CODE DEFINITIONS FOR INTERNAL USE (Continued)**

E9504 - Payment of Refunded Bond Escrow Agent

E9506 - Grant to Subrecipient

Smallest Fund Breakdown: 4341 (MUSC - Grant to subrecipient)

E9507 - Indirect Cost Remitted to the State

E9508 – Prior Year Adjustments

Department:

701 (Depreciation)

E9509 – Expended for Prepayments

To record prepayments of goods and services.

Departments: ALL

E9510 - Expended for Prepayments Future Years

To record payments for the Library for services beyond the current and next fiscal year.

E9511 - Expended for Prepayments Contracts

To record prepayment of contractual services

Department:

315 (Computer Center)

E9512 - Contingencies

To record nonoperating contingency funds.

E9519 - Expended for Prepayment - Library Electronic Resources

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**CAPITALIZATION POLICY**

Assets capitalized in the University's accounting system Capital & Debt account group, "Invested in capital assets, net of related debt," includes all long lived, tangible assets and will be recorded as follows:

**LAND AND NON-DEPRECIABLE LAND IMPROVEMENTS**

Will be recorded at cost, if purchased, and appraised fair market value if donated. Improvements thereto, such as clearing and grading, which are not related to construction will be capitalized with the land.

**BUILDINGS AND DEPRECIABLE LAND IMPROVEMENTS**

Buildings are permanent facilities housing persons or personal property that have been acquired or constructed. Depreciable Land Improvements are projects not directly related to any building such as parking lots, sidewalks, cables, pipes, gates, roads, landscaping projects, water pumps, and fences. Projects such as those which are directly related to a building, or in the immediate vicinity of a building, under construction will be capitalized as a part of the building.

Acquisitions of facilities costing or valued at \$100,000 or more will be capitalized as a building or depreciable land improvement.

New construction costing \$100,000 or more, whether contracted or fabricated, will be capitalized as a building or depreciable land improvement.

Additions costing \$100,000 or more will be capitalized as part of a building or depreciable land improvement.

Renovations costing \$100,000 or more that prepares an existing building for a new use or extends the useful life of the existing building will be capitalized as a separate asset from the original building.

Repairs needed because of acts of God or actions of man will not be capitalized.

Renovations needed in order to conform with changing regulations (asbestos removal, A.D.A., etc.) will not be capitalized.

Refurbishment's to upgrade décor will not be capitalized.

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**CAPITALIZATION POLICY (Continued)**

Fixed equipment, furnishings and fixtures, and artwork (if not inventoried as moveable equipment) costing \$100,000 or more will be capitalized as part of a structure or depreciable land improvement, if they are original to new construction or additions, part of a capitalized renovation, or a replacement for a component that has outlived its useful life. Other replacements will not be capitalized. All costs necessary to put the item in operable condition will be capitalized. These costs include freight, tax, and installation.

**EQUIPMENT**

Moveable, non-expendable, tangible person property (i.e., removable will not deface the property; not permanently attached to the property) costing \$5,000 or more and having a life expectancy of more than one year.

Moveable equipment components acquired at the same time with a total cost of \$5,000 or more will be included in equipment.

Deletions will be made in the year equipment is disposed of.

All costs necessary to put the item in operable condition will be capitalized. These costs include freight, taxes, and installation.

**WORKS OF ART AND HISTORICAL TREASURES**

Historical collections, museum pieces, and works of art costing \$5,000 or more are recorded at historical cost, if purchased, and fair market value if donated. The treasure can be recorded as a collection, as a whole, only if the individual cost of collection items cannot be easily determined.

A collection is not required to be capitalized if it meets all three of the following conditions:

- The collection is held for public exhibition, education, or research in furtherance of public service, rather than for financial gain.
- The collection is protected, kept unencumbered, cared for, and preserved.
- The collection is subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

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**CAPITALIZATION POLICY (Continued)**

**DEPRECIATION REQUIREMENTS**

Depreciation will be recorded using the straight-line method over the asset's useful life. Use the following schedule to determine the useful life over which to depreciate a capital asset:

Buildings and improvements:

|                              |          |
|------------------------------|----------|
| Masonry, reinforced concrete | 40 years |
| Masonry, steel-fireproof     | 40 years |
| Masonry, wood/metal          | 25 years |
| Metal clad                   | 20 years |
| Residence, wood/metal        | 25 years |
| Concrete                     | 40 years |
| Storage, masonry             | 25 years |
| Storage, wood frame          | 20 years |
| Storage, metal               | 10 years |

Additions to, or major improvements of, buildings are separate assets that are assigned the same useful life as the original asset. (Based on guidance from Federal Tax Code Sec. 168(i)(6)(A))<sup>49</sup> Fixed equipment that is clearly identifiable is assigned the useful life of its particular class of equipment (Science equipment is assigned a life of 7 years).

Depreciable land improvements:

|                                |          |
|--------------------------------|----------|
| Utilities distribution systems | 25 years |
| Lighting systems               | 15 years |
| Paving                         | 15 years |
| Irrigation                     | 25 years |
| Other                          | 20 years |

Equipment:

|                        |          |
|------------------------|----------|
| Furniture              | 15 years |
| Hardware               | 5 years  |
| Safe                   | 20 years |
| Office machines        | 10 years |
| Vehicles               | 4 years  |
| Yard equipment         | 10 years |
| Science equipment      | 7 years  |
| Photo equipment        | 5 years  |
| Food service equipment | 10 years |
| Athletic Equipment     | 5 years  |
| Software               | 3 years  |

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**CHRISTAL BAZEN'S CHECK LIST**

**DAILY:**

1. Review and code receivables as they come in
2. Maintain student transaction code table
3. Maintain non-student transaction code table
4. Review student adjustments

**MONTHLY:**

1. Review subsidiary to trial balance
2. Review:
  - 3 funds in activity report
  - Restricted and unrestricted revenue
  - Trial balance
  - Student and non-student receivables
  - Petty cash
  - Direct and alternative loans and other State grants
3. Review:
  - Board Revenue
  - Special billings
  - Data Service Projects
  - Foundation accounts
  - Housing/Prepare DAF
  - Programming Requests
4. Prepare discount of fees journal entries

**ACADEMIC TERM:**

1. Review:
  - Housing and meal plan refunds
  - Memos to drop students for return checks for fees
  - Catalog
  - Student bulletins and handbook
  - Web pages
  - Web payments
  - Bill schedule option exception list
  - Exchange Students
  - McLeod 3 and 1 Program
  - Washington St. Program

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**CHRISTAL BAZEN'S CHECK LIST (Continued)**

2. Prepare:
  - Long range schedule
  - Schedules for special days
  - Schedules for applying aid
  - Instructions for collectors at registration
  - Registration cards/E-mails
  - Semester bills
3. Check registration setup
4. Enter reverse "Recognized Revenue" as needed
5. Work problem station during registration
6. Enter registration and fee information
7. Update:
  - Information for bills
  - Web payment screen (Orientation, Housing Reervation)
8. Send reminder emails.

**YEARLY:**

1. Financial statements (July)
2. Deferred revenue (March - July)
3. 1098Ts
4. Allowance for bad debt
5. Debt Report
6. Student Orientation Sessions
7. Write off student/non-student receivables
8. Review of Petty Cash
9. Review of Excess Credit
10. Year end receivables
11. Review Systems Manual
12. Review Revenue Variences

**CLOSEOUT:**

1. Check accounts on list

**SECOND BACKUP:**

1. Mr. McDill's Mail
2. Key Direct Deposit
3. Webpage

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**LAUREN HUMPHREY'S CHECK LIST**

**DAILY:**

1. Stamp incoming mail from Purchasing with received stamp
2. File purchase orders
3. Match invoices to purchase orders
4. Send invoices and purchase orders for signatures
5. Work up matched purchase orders and invoice verifying extensions, use tax, and discounts
6. Work up travel request and contracts
7. Look up vendor addresses
8. Write up new vendors
9. Send W9 forms if new vendor doesn't say Inc., Corp., or isn't common knowledge
10. Key and check totals
11. Alphabetize
12. Answer vendor questions
13. Keeping up with the inventory
14. Ordering supplies for the storage room

**WEEKLY:**

1. Run Reports:
  - Monday Receiving Report to Purchasing
  - Exception list and send note when applicable
  - Transaction list and check the day before each accounts payable run
  - Vendor label and check
2. Run Accounts Payable twice weekly

**MONTHLY:**

1. Work up and verify vending and library invoices

**YEAR END CLOSEOUT (AROUND JUNE 1ST)**

1. Key everything possible for the fiscal year by established deadlines

**FIRST BACKUP:**

1. Key Move Money
2. Verify Petty Cash

**SECOND BACKUP:**

1. Permanent holds



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**DONALD JACKSON'S CHECK LIST**

**DAILY:**

1. Help with Accounts Payable as needed
2. Key IITs
3. Give Purchasing copies of invoices received for purchase orders
4. Work on statement file
5. Open morning mail if no student
6. Resolving student problems by counseling and advising them on student fees and financial aid issues and directing them to the appropriate offices/individuals as needed.

**WEEKLY:**

1. Check IIT printouts
2. Verify:
  - Statements have been checked
  - Vendors are called for invoices
  - Purchasing is sent a list of purchase orders needing receiving reports
3. Write up W2's, mileage, in state and out of state travel on spreadsheet.

**MONTHLY:**

1. Send accounts payable dates memo
2. Balance bank statements
3. Verify W2 listing

**QUARTERLY:**

1. Prepare report for all entertainment expenditures

**YEARLY:**

1. Do evaluation for accounts payable person
2. Prepare:
  - In State and Out of state travel report
  - Foreign travel report
  - A/P sampling of invoices

**YEAR END CLOSEOUT**

1. Have weekly meetings with Purchasing (May - June)
2. Keep list of prepaids for the next year

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**DONALD JACKSON'S CHECK LIST (Continued)**

3. Call vendors almost daily to get invoices (May - June)
4. Do closing package (first of July)
5. Total 1 funds

**FIRST BACKUP:**

1. Student loans - daily (Perkins)
2. Accounts Payable
3. Counter help

**SECOND BACKUP:**

1. Collection Agency
2. Payment Plan Counseling

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**JENNIFER HESTER'S CHECK LIST**

**DAILY:**

1. Supervise counter area during morning hours and lunch
  2. Assume all or some cashiering duties when Cashier is absent and during peak periods
  3. Verify:
    - Daily deposits to cash spreadsheet
    - Accounts receivable adjustments
  
    - Currency from bank
  4. Review payment plan
  5. Distribute outside scholarship checks and flag for 1098-T forms.
  6. Key charges to student accounts. (Traffic Tickets, Misc. Fines, Student Health Charges,
  7. Update and maintain Traffic Tickets/ Appeals Log.
  8. Key charges to non-student accounts. (Traffic Tickets and Facilities Rentals)
  9. Prepare traffic appeals for Traffic Committee.
10. Update Outlook calendar for days off, special academic dates, Payroll dates, and AP

**WEEKLY:**

1. Research:
  - Unpaid fees list
  - Accounts receivable exception list
2. Review:
  - Returned checks to be sent to Florence County Solicitor's Office - Worthless Check
  - Web applications
  - Stafford loan subsidiary
3. Prepare payment plan numbers for department head meeting
4. Balance the Heartland numbers against debit/PB general ledgers.

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**JENNIFER HESTER'S CHECK LIST**

**MONTHLY:**

1. Send payment plan notices, late notices, and follow up letters
2. Balance:
  - Stafford loans
  - Grants from other states
  - Veterans notes
  - Housing deposits
  - Funds Held
  - Traffic Tickets
  - Facilities Rentals
  - Misc. Fines
  - Emergency Loans
  - Library Fines and Reimbursements
  - Media Center Fines
  - Non-Student Traffic Tickets
  - Non-Student Facilities Rental
  - Student Health Fees
  - Placement Testing Fees
  - Teaching Materials Fines
3. Prepares a list of faculty/staff outstanding tickets for the Assistant Vice President for
4. Generates non-student traffic ticket letters.
5. Prepares a memo to distribute revenue for misc. fines for Director of Accounting.
6. Debit Bill/Patriot Bucks Bill for Dining Services and Follett.
7. Prepare monthly invoices for Follett, Aramark, NESAs, Science South, & Dooley
8. Verify Procurement Card receipts to statements.
9. Distribute and collect computer backup drives.

**QUARTERLY:**

1. Write-off non-student traffic tickets.

**ACADEMIC TERM:**

1. Review returned checks for students who need to be dropped.
2. Prepare instructions to be mailed out with bill/schedules
3. Update Accounting Webpage as needed.
4. Update the Payment Plan Enrollment form as needed.
5. Update registration brochures and prepare for printing through Office Services.
6. Organize needed materials for Orientation/Open registrations dates.

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**JENNIFER HESTER'S CHECK LIST (Continued)**

7. E-mail Purchasing, Business Affairs, and Academic Computing for help on special days.
8. Create yearly calendar.
9. Serve on Payment Plan Appeals Committee.
10. Serve on Traffic Appeals Committee.

**YEARLY:**

1. Write-off student accounts.
2. Help with yearly quantitative report.
3. Update revenue variances.

**FIRST BACKUP:**

1. Assessment adjustment
2. Athletic cash box
3. Supervise counter
4. Operate safe
5. Update cash/ SS
6. Key and verify fee slips - batch
7. Prepare daily deposit
8. Verify ST receipts
9. Contract Courses
10. Key Stafford loans
11. Counter Training
12. Key Direct Deposit
13. Receipt checks as needed

**SECOND BACKUP:**

1. Change Checks
2. Move Money List
3. Bad Checks
4. Book Card File, Etc.
5. 1098T's

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**TRACY LEE'S CHECK LIST**

**DAILY:**

1. Key chart of accounts addition forms
2. Put miscellaneous memos, etc. on PC
3. Record routine journal entries
4. Review vendor forms for those that require 1099 flags.

**WEEKLY:**

1. Backup Excel and Word data files
2. Meet with Cathy

**SEMI-MONTHLY:**

1. Prepare Student Payroll for processing.
2. Balance and submit payment for semi-monthly payroll liabilities.

**MONTHLY:**

1. Review:
  - Account groups
  - Transfers
  - 1099's
  - Equipment
  - Revenue/expenditure budgets
  - Petty cash
  - Over/short
  - Unrestricted general expenditures
  - Departmental printout
  - SPIRS report
  - Bonds payable
  - Prepaid expenses, inventory, land, buildings, CIP
  - Department 080 Other Instruction and 083 Instructional Support
  - Department 505 President's Office and 515 Campus Events
  - Agency funds
  - Athletic department expenditures
  - Activity report
  - Cash flows
  - Net assets
  - Stale dated checks account

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**TRACY LEE'S CHECK LIST (Continued)**

2. E-mail SPIRS download file before the 8th of each month.
3. Reconcile:
  - Lease payments to schedule
  - Debt Management Report to our records
  - Bank card fees
4. Prepare sales, use, admissions & accommodations tax reports
5. Follow up on any outstanding refund checks over 120 days old and write off stale dated checks.
6. Compare FWS wage report to SFBD and reconcile

**EACH SEMESTER:**

1. Review registration bulletin information
2. Help where needed when mail is coming in
3. During registration help where needed

**YEARLY:**

January

1. Verify and mail 1099's

Spring

1. Update FIRRS manual
2. Review and update Items Susceptible to Theft listings.

July

1. Make 2 copies of old chart of accounts
2. Key deletes and prepare new chart of accounts

August

1. Prepare University's Financial Statements
2. Prepare Schedule of Expenditures of Federal Awards

**TRACY LEE'S CHECK LIST (Continued)**

Fall

1. Prepare:
  - EADA Report
  - IPEDS
  - Unclaimed Property Report
  - Fact Book
  - MRR Calculation

September

1. Prepare Comptroller General's Report
2. Prepare Enterprise Fund Revenue Bond Coverage

**ACADEMIC TERM:**

1. Prepare journal entry for handling fee - Federal Voc. Rehab.

**CLOSEOUT:**

May 15

1. Send out closing packages

June

1. Do closing entries and reversing entries
2. Transfer money to scholarships

1st Week in July

1. Key in closing packages

October

1. Prepare and key post closing entries

**OTHER:**

1. Interpret various regulations
2. Work with auditors



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**TRACY LEE'S CHECK LIST (Continued)**

**FIRST BACKUP:**

1. IIT
2. Adjustments
3. Key Vendor forms
4. Key move money
5. EDCAPS
6. Stop payment
7. Payroll Deposit
8. Verify AP

**SECOND BACKUP:**

1. Cathy's mail
2. State drawdown \$
3. JV for ACH revenue
4. Distribute \$
5. Balance cash
6. Cash in bank
7. Voids/prepays
8. Bank statements
9. File retention
10. CG's online access training
11. Prepare bank reconciliation
12. Counter help

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**APRIL JOHNSON'S CHECK LIST**

**DAILY**

1. Approve/disapprove Loan Entitlements for borrowers
2. Maintain flow of correspondence between current students, borrowers, Loan Servicers, collection agencies, and ACS.
3. Process Consolidation requests from Loan Servicers
4. Key AP Vendor forms for additions & changes
5. Process and forward direct payments to ACS. Notify collection agencies as needed.

**WEEKLY**

1. Verify AP on Monday and Thursday mornings after AP Runs.
2. Key move money

**QUARTERLY:**

1. Check list of graduating students each term. Order, complete, and set up exit interview and times. Hold interviews with students

**ANNUALLY:**

1. Prepare entrance interview packets and give entrance talk in the Fall
2. Have FMU students come in to sign promissory notes for the Spring semester, if needed.
3. Apply for and prepare Department of Revenue Debt-Setoff Report. Mail letter of notification to borrowers. Email file to SCDOR.
4. Prepare Perkins portion of FISAP
5. Assign accounts to the Department of Education
6. Write hold slips for students dropped to archives in the Spring
7. Ask all third party vendors for the Attestation Audit

**FIRST BACKUP:**

1. Bank statements
2. IIT's

**SECOND BACKUP:**

1. Adjustments
2. Accounts payable

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**NORMA ALLEN'S CHECK LIST**

**DAILY:**

1. Balance cash drawers and prepare drawers for following day
2. Prepare bank deposits and deposit checks through remote deposit.
3. Put G/L deposits on spreadsheet
4. Supervise counter
5. Maintain log of daily adjustments made to daily receipt printout
6. Downloads vehicle information from the web - responsible for mailing decals and forwarding all information to public safety.
7. Verifies credit card payments via the web through merchant services page.
8. Reviews daily transactions with Query for accuracy.
9. Key Loan adjustments.
10. Maintain remote deposit reports.
11. Post all Performing Arts Center transactions.
12. Prepares bank change orders for petty cash reimbursement and verifies accuracy.
13. Receipts cash deposits for Library, Center for the Child, & Athletics Dept.
14. Downloads & receipts online application fees from Authorize.net

**WEEKLY:**

1. Verify petty cash
2. Key:
  - Student loan checks signed in Financial Assistance
  - Student loan corrections
3. Responsible for mailing change checks to students and maintaining a spreadsheet.
4. Maintain a log sheet that is signed by Athletic Dept personnel when picking up travel advances/reimbursement
5. Updates cash spreadsheet for monthly balancing so information is on shared drive and can be accessed when needed
6. Maintain a log book for Receipt Books requested by other departments for funds collected
7. Review daily transactions with query for various departments & emails person responsible for verifying payment of fees by receipt number
  - Housing
  - Registrar
  - Admissions
  - Matriculation & guest fees
  - Graduation fees
  - Center for the Child
  - Nursing Application fees
  - Career Fair fees
  - Center of Excellence seminar fees

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**NORMA ALLEN'S CHECK LIST (continued)**

8. Takes cash deposits to Wells Fargo with help of Campus Police and returns with change

**MONTHLY:**

1. Review daily log of adjustments made to cash spreadsheet
2. Follow up on any outstanding refund checks which are more than 120 days old
3. Inventories forms supply and re-orders as needed.

**ACADEMIC YEAR:**

1. Cash boxes for basketball/baseball games as well as other activities
2. Keying and verifying fee slips at registration
3. Verify web credit card payments have been posted properly to student accounts
4. Notifies graduating seniors of any outstanding balance. Coordinates with Registrar's Office.

**YEARLY:**

1. Prepare updates of Systems Manual.
2. Supply information for quantitative report

**FIRST BACKUP:**

1. Verify daily deposit/spreadsheet
2. Outside scholarships
3. Verify bank card fees.
4. Third Party Billing
5. Traffic Ticket Log

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**DENISE WHITLEY'S CHECK LIST**

**DAILY:**

1. Key returned checks, etc.
2. Key adjustments (fees, housing, refunds, etc.)
3. Financial counseling
4. Process returned check letters
5. Type invoices for contract courses and others as needed
6. Coordinate student schedules

**WEEKLY:**

1. Move money
2. Run change checks
3. Assess administrative fees for students withdrawing
4. Calculate Federal refunds for students with financial assistance
5. Review housing
6. Research:
  - Housing exception list
  - Housing deposit exception list
7. Meet with student employees
8. Check student time cards

**MONTHLY:**

1. Balance:
  - AR subsidiary to Trial Balance
  - Returned checks and fees
  - Non-student returned checks and fees
2. Sets up receivable
  - FMU Development Foundation
  - HopeHealth (& mail receivable for pmt)
  - FDDC (& mail receivable for pmt)

**QUARTERLY:**

1. Submit 1042 withholding tax
2. Develop student work schedules

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**DENISE WHITLEY'S CHECK LIST (Continued)**

**ACADEMIC TERM:**

1. Bad check list
2. Registration
3. Help with semester bills
4. Assist in third party billings
5. Update bad check attention flags
6. Clean up housing list after August and December deadlines
7. Bills for contract courses.

**YEARLY:**

1. Balance all accounts on list for year end.
2. Year end quantitative report
3. Help with CG's report or any reports
4. Help with financial statements
5. Help with special projects
6. Write off accounts
7. Prepare and mail student 1098T forms.
8. Prepare and mail student 1042 forms.
9. Update student handbook

**FIRST BACKUP:**

1. Book Card File, etc.
2. Christal's mail
3. Registration dates

**SECOND BACKUP:**

1. Athletic cash box
2. Supervise counter
3. Operate safe
4. Key Vendor forms.
5. Stop payment
6. Key loans
7. Counter training

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**CATHY SWARTZ'S CHECK LIST**

**DAILY:**

1. Prepare and key journal entries so they can be run after A/P twice a week
2. Approve DAF's, stop payments, adjustments, journal entries, and A/P exception lists
3. Prepare insurance claims
4. Set up miscellaneous receivables and IDT credits

**WEEKLY:**

1. Meet with Mr. McDill
2. Meet with employees
3. Send out time sheet

**MONTHLY:**

1. Check:
  - Accounting budget
  - Bond receivables
  - Annual fund
  - Trial balance, net assets, cash flows, unrestricted general accounts and all activity
2. Be sure total cash and bank statement are reconciled
3. Meet with Mr. McDill concerning budgets (budget meeting)
4. Ensure payroll cash = liabilities
5. Run bank reconciliation software
6. Run SFB check before closeout
7. Balance Payroll
8. Process Payroll liabilities

**SEMIANNUALLY:**

1. Balance:
  - Total cash and prepare summary
  - Operating account and prepare summary
  - Payroll account and prepare summary
  - Total cash. Run paper copy of Columbia accounts recorded on PC and balance to

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**CATHY SWARTZ'S CHECK LIST (Continued)**

2. Reconcile Columbia accounts
3. Check Federal receivables
4. GAPS
5. Check cash and withdraw funds from Columbia as needed
6. Record any changes such as A/P, change checks, and deposits in A/P
7. Record any changes in subfunds in Columbia on PC (withdrawals, IDT disbursements,

**YEARLY:**

1. Prepare:

Perkins portion of FISAP-section A (for year ending June 30 - due before  
Financial Statements and CG's report

Estimated budget Perkins

Insurance schedule

Auxiliary indirect cost

Annual rental value on President's home

W-2's moving expenses

Outstanding debt

Report schedule

2. Transfer matching funds to Perkins account (prior to withdrawing funds) if receiving federal
3. Work with auditors
4. Personnel evaluations
5. Update insurance schedule and peak days insurance
6. Renew insurance policies as they expire

**ACADEMIC TERM:**

1. Check A/P dates for preparing long range schedule
2. Work Accounting Office during registration



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**CATHY SWARTZ'S CHECK LIST (Continued)**

**CLOSEOUT:**

1. Record cancellations - Perkins loans (prior to June 30)
2. Talk with Financial Assistance concerning any excess funds in FWS that should be
3. Prepare journal entry for interest in Columbia account - record as cash (after June 30)
4. Record payable for last A/P (after July runs for everything received by June 30)
5. Call State Treasurer for report on interest (after June 30)
  
6. Reverse journal entries (after closing)
7. Compare wages on Federal Work Study Report to G/L (prior to June 30)
8. Reverse any revenue that should be deferred
9. Allocate internal charges to appropriate departments

**FIRST BACKUP:**

1. Mr. McDill's mail
2. Security codes & zones
3. State drawdown \$
4. JV for ACH revenue
5. Distribute \$
6. Balance cash
7. Cash in bank
8. Voids/prepays
9. Sales tax
10. File retention
11. CG's online access training

**SECOND BACKUP**

1. EDCAPS
2. Payroll deposit

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**HAIEASHA SINGLETARY'S CHECK LIST**

**DAILY:**

1. Record:
  - Any transactions such as A/P runs, change check runs, and deposits in operating Transactions in Columbia subfunds on PC (withdrawals, IDT disbursements, etc.)
  - Indirect cost on grants
2. Check the operating account balance on the cash in bank record to make sure you have sufficient funds. Do a withdrawal if necessary
3. Key accounts payable voided checks
4. Prepare journal entries during the month for the following:
  - Withdrawals from State Treasurer
  
  - Voided checks in A/P
  - Accrued interest
  - Indirect cost
5. Enter student system prepays and voids so they can run weekly with change checks
6. Prepare G/L adjustments for checks, receipts, use tax and IIT's

**WEEKLY:**

1. Monitor:
  - Federal program accounts - during registration periods when large amounts of aid
  - Revenue clearing -transactions outstanding in Columbia from the last revenue
2. Check ACH revenue account and do a journal voucher to transfer this money to the

**BIMONTHLY:**

1. Review Federal Registers online related to US Department of Education

**MONTHLY:**

1. Draw Appropriation funding for the month

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**HAIEASHA SINGLETARY'S CHECK LIST (Continued)**

2. Reconcile:
  - State Treasurer's cash accounts (T2001)
  - Revenue clearing
  - ACH revenue account
  - Columbia subfunds recorded on the PC to the CG's Trial Balance, the balance to Direct Loan Account (L7154)
3. Prepare:
  - State Treasurer's cash accounts summary
  
  - Information for Mr. McDill to distribute revenue - this included total cash Journal voucher to spread revenue and mail to CG's Office
4. Record revenue distribution on the subfund deposit analysis
5. Draw down and report expenditures on Federal Programs through the appropriate websites.
6. Invest or liquidate funds as needed
7. Balance:
  - Operating account and prepare summary
  
  - Payroll account and prepare summary
8. Check:
  - Federal receivables
  - Trial balance, unrestricted general accounts, and all activity accounts for any errors
  - IDT revenue file for any outstanding transactions over one month old
9. Meet with Mr. McDill concerning budgets

**ACADEMIC TERM:**

1. Help with registration as needed

**YEARLY:**

1. Prepare:
  - Auxiliaries' Financial Statements
  - Accounting department Assessment Report
  - Information for Quantitative Report
  - Appropriation transfer for indirect cost recovered (yearly or on demand)

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**HAI EASHA SINGLETARY'S CHECK LIST (Continued)**

2. Balance bank statements (October and March)
3. Move old records in the office to the warehouse
4. Microfilm permanent records according to the State Archives retention schedule.
5. Destroy old files according to the State Archives retention schedule - submit report to State
6. Transfer matching funds to Perkins (prior to withdrawing funds)

**CLOSEOUT:**

1. Prepare administrative expense for student aid programs (prior to June 30 after all
2. Balance cash at least weekly (more if necessary), before and after closing entries and
3. Liquidate investments as needed
4. Prepare journal entry for interest in Columbia accounts - record as cash (after June 30)
5. Call State Treasurer's Office for report on interest (after June 30)
6. Check with Finance and Administrative Services concerning cost that should be submitted
7. Draw auxiliary funds from debt service if the institution has revenue bonds
8. Help with year end journal entries as needed

**FIRST BACKUP:**

1. Cathy's mail
2. Permanent holds
3. Prepare bank reconciliation

**SECOND BACKUP:**

1. Student loans - daily (Perkins)
2. Accounts payable
3. Bank statements
4. Verify petty cash
5. Sales tax
6. Verify bank card fees.

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**CHECK LISTS**

Page Number:

**P.VI.A.24**

**KATHY PARSONS' CHECK LIST**

**DAILY:**

1. Check excess Waiver/Nucor/Vocational Rehab listing on Financial Assistance Report.
2. Review Negative Receipt Report, log onto spreadsheet and update information.
3. Counsel students on their FMU student accounts.
4. Issue book cards as needed.
5. Verify student adjustments
6. Consult with outside organizations. (Third-Party Billings)
7. Set up repayment agreements.
8. Rename and save all electronically sent reports.
9. Issue/Update third party aid with the Financial Assistance Office.
10. Review Accounting emails. Manages and responds appropriately.
11. Help prepare 1098T's as needed.
12. Update Permenant Holds listing as needed for students with A/R balances.
13. Monitor & maintain accurrate records between Collection Agencies, Debt Analysis

**WEEKLY:**

1. Monitor board numbers and verify with Dining Services.

**MONTHLY:**

1. Research refunded aid list.
2. Prepare and send monthly statements to students.
3. Balance third party billing accounts.
4. Prepare and send notices to students on repayment agreements.
5. Updates allowance for doubtful accounts on debt analysis spreadsheet.

**ACADEMIC TERM:**

1. Prepare billings for third parties.
2. Prepare and send collection letters.
4. Prepare collection list to turn over to a collection agency.

**YEARLY:**

1. Balance and monitor accounts on the year end list.
2. Help update the systems manual.
3. Help prepare & send student 1098T's.

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**KATHY PARSONS' CHECK LIST (Continued)**

**FIRST BACKUP:**

1. Change Checks.
2. Move Money List.
3. Prepare bad checks letters.
4. Collections & Permenant Holds for Perkins.
5. Update accounting/cashier's web pages.
6. Prepare 1098T forms.
7. Counter Help

**SECOND BACKUP:**

1. Prepare student adjustments.
2. Verify Daily Deposit/Spreadsheet.
3. Update Cash Spreadsheet
4. Key and verify fee slips.
5. Check Christal's Mail
6. Prepare daily deposit.
7. Verify State Treasurer's receipts.
8. Invoice for Contract Courses.
9. Update registration screens.
10. Outside scholarships.
11. Update traffic ticket log
12. Verify currency from bank

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**BACKUP DUTIES**

Page Number:

**P.VI.B.1**

| <b>DUTIES</b>                        | <b>PRIMARY</b> | <b>BACKUP</b> | <b>2ND<br/>BACKUP</b> |
|--------------------------------------|----------------|---------------|-----------------------|
| Assessment Adjust                    | Denise         | Jennifer      | Kathy                 |
| Change Checks                        | Denise         | Kathy         | Jennifer              |
| Move Money List                      | Denise         | Kathy         | Jennifer              |
| Bad Checks                           | Denise         | Kathy         | Jennifer              |
| Athletic Cash Box                    | Norma          | Jennifer      | Denise                |
| Supervise Counter                    | Norma          | Jennifer      | Denise                |
| Operate Safe                         | Norma          | Jennifer      | Denise                |
| Verify Daily Deposit/<br>Spreadsheet | Jennifer       | Norma         | Kathy                 |
| Update Cash/SS                       | Norma          | Jennifer      | Kathy                 |
| Student Loans - Daily<br>(Perkins)   | April          | Donald        | Haieasha              |
| Key & Verify Fee Slips               | Norma          | Jennifer      | Kathy                 |
| IIT                                  | Donald         | Tracy         | April                 |
| Adjustments                          | Haieasha       | Tracy         | April                 |
| Accounts Payable                     | Lauren         | Donald        | Haieasha/Tracy/April  |
| Verify A/P                           | April          | Tracy         | Cathy                 |
| Key Vendor Forms                     | April          | Tracy         | Denise                |
| Check Signing                        |                |               |                       |
| Book Card File, Etc.                 | Kathy          | Denise        | Jennifer              |
| Mr. McDill's Mail                    | Mr. McDill     | Cathy         | Christal              |
| Cathy's Mail                         | Cathy          | Haieasha      | Tracy                 |
| Christal's Mail                      | Christal       | Denise        | Kathy                 |
| Traffic Ticket Log                   | Jennifer       | Norma         | Kathy                 |
| Key Move Money                       | April          | Tracy         | Lauren                |
| Prepare Daily Deposit                | Norma          | Jennifer      | Kathy                 |
| Verify ST Receipts                   | Norma          | Jennifer      | Kathy                 |
| Contract Courses                     | Denise         | Jennifer      | Kathy                 |
| Registration Dates                   | Christal       | Denise        | Kathy                 |
| Security Codes & Zones               | Christal       | Cathy         | Mr. McDill            |
| State Drawdown \$                    | Haieasha       | Cathy         | Tracy                 |
| JV for ACH Revenue                   | Haieasha       | Cathy         | Tracy                 |
| Distribute \$                        | Haieasha       | Cathy         | Tracy                 |
| Balance Cash                         | Haieasha       | Cathy         | Tracy                 |
| Cash in Bank                         | Haieasha       | Cathy         | Tracy                 |

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**BACKUP DUTIES**

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**P.VI.B.2**

| <b>DUTIES</b>             | <b>PRIMARY</b>      | <b>BACKUP</b>       | <b>2ND<br/>BACKUP</b> |
|---------------------------|---------------------|---------------------|-----------------------|
| Voids/Prepays             | Haieasha            | Cathy               | Tracy                 |
| EDCAPS                    | Haieasha            | Tracy               | Cathy                 |
| Bank Statements           | April/Donald        | Donald/April        | Haieasha/Tracy        |
| Stop Payment              | Haieasha            | Tracy               | Denise                |
| Permanent Holds           | Perk-April/AR-Kathy | Haieasha            | Lauren                |
| Key Stafford Loans        | Norma               | Jennifer            | Denise                |
| Verify Petty Cash         | April               | Donald              | Haieasha              |
| Collection Agency         | Perk-April/AR-Kathy | Perk-April/AR-Kathy | Donald                |
| Sales Tax                 | Tracy               | Cathy               | Haieasha              |
| File Retention            | Haieasha            | Cathy               | Tracy                 |
| Outside Scholarships      | Jennifer            | Norma               | Kathy                 |
| Verify Currency from Bank | Jennifer            | April               | Kathy                 |
| CG's Online Access        |                     |                     |                       |
| Training                  | Haieasha            | Cathy               | Tracy                 |
| Prepare Bank Rec          | Cathy               | Haieasha            | Tracy                 |
| Payroll Deposit           | Haieasha            | Tracy               | Cathy                 |
| Counter Help              | Haieasha            | Donald              | Tracy                 |
| Web Page                  | Jennifer            | Kathy               | Christal              |
| Verify Bank Card Fees     | Tracy               | Norma               | Haieasha              |
| Counter Training          | Christal            | Jennifer            | Denise                |
| 1098T Forms               | Denise              | Kathy               | Jennifer              |
| Key Direct Deposit        | Norma               | Jennifer            | Kathy                 |