Accounting Department Quick Reference Guide

Accounting Staff

**Jim Adams**—Budget Analyst — X5591—FOR110
- Accounting support— Travel, procard daily paperwork
- Student hire & payroll processing
- Monthly payroll processing
- PAR for student and monthly employees
- Gas card charges
- Vehicle Mileage

**Becky Hawkins**—Accounting Associate— X4487—FOR110
- Accounting support—Travel, procard, daily paperwork
- Lubrecht & Bandy support
- Biweekly staff/temp hire & payroll processing
- Copy charge distribution
- Credit Card transaction accounting
- PAR for biweekly employees

**Johanna Anderson**—Budget Analyst— X4487—FOR111
- Grant support
- Cost Match
- Grad TA & RA Contracts for supported faculty
- PAR Oversight
- Annual REEport report

**Misty Spooner**— Budget Analyst— X4031—FOR111
- Accounting Support— procard, travel, daily paperwork
- Grant support
- Grad Contracts—TA & RA for supported faculty
- PAR Oversight
- Cost Match

**Laurie Belcher**—Director of Accounting— X6782—FOR112
- Accounting Department oversight
- Questions / concerns regarding Accounting Department
- Sales & Service Accounts
- SPABA Accounts
- Foundation accounts
- Startup accounts
- LOA preparation assistance

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Hiring

- Student hire card (non work study) / work authorization card (work study) with a valid index on or before first day of employment.
- Hiring paperwork done on or before first day of employment.
- I-9—Employment Eligibility Form—must be completed on or before the first day of employment. Employee must present appropriate ID to Accounting Department staff.
- Provide written instruction on specific conditions or restrictions to Accounting Department staff.
- Employment information sheet for temporary employees.

Timesheets (hourly employees) effective 1/1/14

- Employees must provide a wet ink signature on timesheets to certify hours worked, leave used or leave without pay.
- Employees are responsible for obtaining supervisor approval prior to submitting.
- Supervisor reviews for accuracy and approves by signing the physical timesheet.
- Printed copies of timesheets containing appropriate wet ink signatures must be turned in to Accounting.
- Math errors will be corrected and both the employee and supervisor will be notified of the correction.
- Payment of wages on expected pay date may be affected for late timesheets and if signatures are missing.

Accounting Office Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8am—5pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8am—10am, 12pm—5pm (closed 10am—12 pm)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8am—5pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8am—10am, 12pm—5pm (closed 10am—12pm)</td>
</tr>
<tr>
<td>Friday</td>
<td>8am—5pm</td>
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</tbody>
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February 2019
Procard

- The cardholder is responsible for all charges on their card and thus is the only person authorized to use the card. Do not allow another individual to use your card.
- Sign your card, keep it in a secure location and do not share card information.
- Turn in original receipts within three days of purchase. If you are in the field, call or email the index information to your Department Admin or Accounting Office contact. A photo of the receipt is also acceptable as a placeholder until original is submitted.
- Write the procard holder’s last name on each receipt.
- Include an index for the charges and an explanation of what the charge is for on the receipt. Item descriptions are not always obvious and are required when charges are processed in Banner. Using online tools to search out an item for a description is time consuming & often unsuccessful.
- If receipts are not received by a specified date, SPABA accounts will be charged, a non-grant index may be supplied or the charges must be abated.
- Travel costs, except meals, are to be paid with a procard. Allowable hotel charges are the room charge and taxes only. Any other incidental hotel charges must be paid with a personal card.
- Fuel can be purchased for rental cars used for business only. Fuel for FCFC and UM vehicles must be purchased with WEX fuel cards in the vehicle. Fuel for personal vehicles must be paid with personal funds.
- Per diem meals, restaurant, food / entertainment charges and alcohol charges are not allowed on a procard.
- Gift card purchases are not allowed on a procard.
- Procards can not be used for personal charges.
- PI approval must be included for all procard purchases using grant funding.
- Grants can not be charged for purchases without a receipt.
- Missing receipts require completion of a form signed by the user and Dean. A non-grant index must be supplied.
- Violation of procard policies and procedures can lead to suspension or loss of privileges.
- Lost or stolen cards—call 1-800-344-5696.
- Cardholder Responsibilities and the Quick Reference Guide for Cardholders is available on the Business Services website at www.umt.edu/bussrvcs/.

Purchasing Food / Alcohol

- Purchase of food is generally not allowed on a procard. Designated procard holders have authority to purchase food with procards.
- A meeting /conference form is required for any food purchase.
- Purchase of alcohol must be pre-approved by completing the Alcohol Use Application in advance of the event. Dean and President approval is required.
- Purchase of alcohol is not allowed on a procard.
- Alcohol may not be purchased with State or grant funds—a Foundation or Sales & Service account may be used.

Travel

- A Request for Authorization to Travel (RAT) should be completed and authorized before the trip begins and expenditure of funds occur. The form is authorizing use of funds in the index designated on the form and to provide a reasonable estimate of expected travel costs.
- Authorization of the person responsible for the index is required on the RAT. This could be the Dean, Department Chair on State indexes and the PI on grants.
- A Travel Expense Report (TER) must be completed and submitted to Business Services within 30 days of the conclusion of the trip.
- Copies of all procard receipts and out of pocket miscellaneous receipts over $25 must be attached to the TER.
- Individuals opting to waive all or part of the applicable reimbursement must indicate this amount and initial as indicated on the TER.
- The Business Services website has the most current RAT/TER form, travel policy and rates. Obtain the form from the site each time you need one to ensure you have the current version.
- Foreign travel has additional requirements. Contact Accounting prior to travel for details.