

Vouchering Process

Checks

A voucher that includes an account number, amount, description, special instructions, requisitioning party, department, and date is submitted to the finance office.



The finance office checks the request against the approved budget. If necessary, the requisitioning party is contacted for more information.



Approved requisitions are processed by the finance department according to instructions on the voucher and checks are cut once each week.

Credit Cards

Credit card purchases are made at the discretion of those holding cards assuming purchases are within budgeted limits. Special requests are to be made for purchases exceeding budgeted limits.



Monthly credit card statements are reconciled by individual departments with receipts and accompanying vouchers being submitted to the finance office.



The finance office reviews and enters credit card purchases as vouchered. If necessary, the requisitioning party is contacted for more information.

Review

Monthly financial statements are given to all departmental leaders. Monthly and YTD performance is shown.



Departmental leaders can adjust future spending as needed.



EFO and/or organizational leaders can review items with departmental leaders if necessary.