

EAST GEORGIA STATE COLLEGE

BUSINESS AFFAIRS POLICY AND PROCEDURES MANUAL

Revised August 21, 2018

Table of Contents

Fiscal/Fiduciary Responsibility	3
Institutional Budgets	4
ACCOUNTING SERVICES	4
Student Fees	4
Cash Receipting and Cash Management	5
Returned Checks for Tuition and Fees	5
Returned Checks (not related to Tuition and Fees)	5
Student Accounts Receivable	5
Non-Student Accounts Receivable	5
Billing Dispute	6
Cat Card Usage	6
Parking Permits and Parking Tickets	6
Payroll	6
Mail Room	6
BUSINESS SERVICES	6
Purchasing	6
Information Technology Equipment Purchases	8
Use of College Logos and Trademarks	8
Employee Purchasing	8
Return of Merchandise	8
Contracts	8
Vendor Background Checks	8
Purchases of Uniforms and Clothing	9
Internal Purchases –Central Supply for Copy Paper	9
Copy Machines	9
Accounts Payable	9
Invoice Routing	10
Prepayments	10
Georgia Sales and Use Tax	10
Taxes of Other States	10
Miscellaneous	10
Vending	10
Travel of Employees	11
Agency Funds	11
SPONSORED ACCOUNTING	11
Scholarships	11
Asset Management – Surplus Property	12
Grants	12

Business Affairs is responsible for the maintenance of the college's official accounting records and for the payment of the college's legally incurred obligations for goods and services. Business Affairs is responsible for cash management, accounts receivable, bank reconciliation, payroll, purchasing, accounts payable, grants administration, budgets, student accounts, auxiliary operations, facilities, and asset/inventory management.

Fiscal/Fiduciary Responsibility

The approval process for financial transactions is necessary to ensure transactions are appropriately reviewed by an individual with fiscal responsibility and accountability. Approval of documents and transactions is a form of internal control which safeguards institutional assets from unauthorized acquisition, use, or disposition.

Definitions

- **Budget Manager**: Administrator with management and budgetary authority over department of the institution as defined in the College's organization chart. (i.e.: Vice President, Deans/Directors, Department Chair/Head, and Principal Investigators of sponsored grants/contracts). These individuals can approve financial transactions and are assigned responsibility for operations of a specific budget department identification number which is maintained in the College's financial system. Business Affairs maintains manager data as changes in positions occur. Final approval authority is at the Unit Head level.
- **Organizational Unit**: Unique academic or administrative department of the institution for which a separate budget is maintained (i.e.: Biology Department or Academic Affairs).
- **Fiscal and fiduciary responsibility**: Refers to approval of financial and/or business transactions listed below; and to all corresponding types of funds provided to a departmental unit or any faculty or staff member within a given unit, including but not limited to: State Appropriations, Tuition, Other General, Auxiliary, Student Activities, Student Technology Fee, Facilities and Administrative, Departmental Sales and Services, Agency, and sponsored grant/contract funds.

Budget Managers as described above retain primary management authority and approval status of the fiscal responsibilities for their respective departmental budget(s). Budget managers, with Vice Presidential approval, may delegate an alternate approver or employee within the unit to approve the transactions listed below. Budget Managers retain responsibility for transactions executed by delegated authority. Approval authority means that the individual's signature or electronic approval must be provided to initiate financial transactions and/or fiduciary actions. Management or approval authority does not mean the individual approving must personally conduct all administrative duties; however, Budget Managers must assure operations within their unit meet established policies and procedures and provide signature approval (on paper or through eProcurement).

At no time may a requester approve payments made payable to themselves. These types of payment requests must be routed to higher authority. (Petty Cash and/or Check Requests)

Fiscal Processes requiring Budget Manager Approval: The following provide examples of the primary financial transactions requested by institution departments; however, this policy applies to all financial transaction types.

1. **Expenditures (Non-Personal Service)**

Fund Requests for P-card Purchases, eProcurement, Travel Authorization and Expense Requests, Departmental Requests, and Check Requests

2. **Expenditures (Personal Service)**

Payroll Expense Reallocations

3. **Cash Receipts**

Deposit transmittals, petty cash requests/receipts

4. **Equipment Inventory**

Annual Inventory Reports, Equipment Transfer and Equipment Disposition forms

Institutional Budgets

The Vice President for Business Affairs is responsible for the preparation of the annual operating budgets of the institution and the quarterly budget amendments. The EGSC budgets express the intentions and strategic plan of the College in terms of dollars. These operating budgets include all the financial operating resources available to the college during a given fiscal year.

The Vice President for Business Affairs follows guidelines and policies as established by the Department of Audits, the Board of Regents and the College in the preparation of the annual operating budgets and the subsequent budget amendments. All of the operating budgets of the College are established upon the structure outlined in the College and University Business Administration and the Policies and Procedures Manual of the University System.

Administrative and planning responsibility for budgetary units within the college is delegated by the President to the unit heads. The Vice President for Business Affairs coordinates annual budget planning with Unit Heads. Final budget allocations are determined by the President and the Vice President for Business Affairs. Unit Heads will be notified by the Vice President for Business Affairs of final allocations at the beginning of each fiscal year. Monthly budget reports will be made available to each budget manager and should be reviewed promptly, with discrepancies noted and communicated to the Budgets Manager in the office of the VP for Business Affairs.

ACCOUNTING SERVICES

The Director of Student Accounts and Payroll has direct oversight of Student Accounts, Payroll, Cash Management, and Mailroom.

Student Fees

https://www.usg.edu/business_procedures_manual/section24/

Cash Receipting and Cash Management

<http://www.ega.edu/policy/07-cash-management-policy.pdf>

Returned Checks for Tuition and Fees

EGSC accepts checks, both paper and electronic, as payment for Tuition and Fees. Returned payments will be considered null and void and the fees for which the payment was made will be immediately due on the student account. Students will be notified via EGSC student email of the returned payment that their account has a balance that is due immediately. A \$30 fee will be assessed to the student account for the returned payment. A student account which has two returned payments will not be allowed to have a check presented as future payment. Student accounts which are not brought current due to a returned payment will be processed as outlined in the Non-Payment of Fees Policy found here

<http://www.ega.edu/policy/04-non-payment-of-fees-policy.pdf>

After the 20th day of classes, students whose accounts have a balance due because of a returned payment that was presented during the re-register period will be immediately dropped from classes.

Returned Checks (not related to Tuition and Fees)

EGSC accepts checks as payment for services and service-related fees. In the event of a returned check due to insufficient funds, closed account, or incorrect account information, the Payer will be notified via certified mail or overnight priority mail. In compliance with Georgia Law, O.C.G.A. 13-6 15, Payer will be allowed ten days from the date of notification to tender payment in full, plus a fee of \$30. Payers who fail to make recompense within ten days for the returned check may be subject to collections. All fees related to a collection agency acting on the College's behalf will be the responsibility of the Payer.

Student Accounts Receivable

EGSC uses the Banner Student Information System for the admission of students to the college and as the means of tracking the academic history of all students. Banner includes the admissions module, a registration and student records module and a student accounts receivable module. Student tuition and fees are received through the Banner system which is interfaced with the PeopleSoft Financials System. All of the receipts handled through the Business Office are processed through Banner. All financial aid funding for students is housed in the Banner system, as well as contract payments for students and institutional waivers of tuition and fees. The non-payment of student fees policy can be found here:

<http://www.ega.edu/policy/04-non-payment-of-fees-policy.pdf>

In the event of unforeseen circumstances that create a Student Account Receivable where the student has an outstanding balance, the student will not be allowed to register for a subsequent semester nor receive a transcript from the College until the debt has been paid in full. EGSC reserves the right to turn over past due student accounts to a collection agency. Once a receivable has been turned over to a collection agency, any payments for that receivable must be routed through the collection agency.

Non-Student Accounts Receivable

Accounting Services is responsible for billing and collecting invoices for goods and services from external parties for units of the College. Non-student accounts receivable are typically attributed to billing for retiree group insurance, billing related to joint-staff arrangements with other units of the University System, billings of copier fees for faculty and staff, billings to auxiliary contractors and other miscellaneous instances where revenue is recognized and a receivable is established by the College.

Billing Dispute

Disputes concerning accounts receivable for the institution should be submitted to the Director of Student Accounts and Payroll for review. The Director's recommendation will be forwarded to the Vice President for Business Affairs for final approval.

Cat Card Usage

<http://www.ega.edu/policy/07-catcard-usage-policy.pdf>

Parking Permits and Parking Tickets

<http://www.ega.edu/policy/13-parking-and-transportation-policy.pdf?52616>

Payroll

The payroll department handles all payroll payments to employees associated with the college. The payroll function ensures that properly authorized compensation and deductions are timely and accurately made. Policies relating to the Payroll function may be found at http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college Sections 7 and 8.

Mail Room

Campus mail and packages are received into the College's mail room located at the rear of the Student Center. Deliveries received from carriers (UPS, USPS, Fed EX, etc.) are logged and the person to whom the package is addressed is notified. It shall be the responsibility of the recipient to pick up their mail and packages and to properly acknowledge receipt thereof.

Departmental mail is sent to the US Post Office daily from the mail room. Each department is responsible for ensuring accuracy of addresses for mail to be sent out. The department to be charged for the postage shall be clearly marked on the outgoing mail. The mailroom remains locked at all times and is protected by security cameras that are monitored by Public Safety. Key access is given in the Business Office.

Overnight delivery of packages shall be coordinated through the Purchasing Department to ensure that compliance with DOAS Purchasing regulations (Mandatory Statewide Contracts) are followed.

BUSINESS SERVICES

The Director of Business Operations has direct oversight of, Travel, Auxiliary Services, and Facilities.

Purchasing

Policies and guidelines have been developed in accordance with policies and procedures established by the Board of Regents, the Department of Administrative Services (DOAS), the regulations of the State Accounting Office (SAO) and the Statutes of the State of Georgia.

The University System of Georgia Strategy and Fiscal Affairs Division, Information Technology Services Unit (https://www.usg.edu/information_technology_services) governs all procurements related to information technology, hardware, software and consulting services. The State Department of Administrative Services governs all other procurements except those exempted by state law. Public Works Contracting is governed by the University System of Georgia Administration Division, Real Estate and Facilities Unit (<https://www.usg.edu/facilities/>)

The College's Purchasing Department must ensure that all procurements conducted on behalf of East Georgia State College are within the limits of the purchasing authority granted by State Purchasing Division.

This responsibility includes, but is not limited to the following:

1. Receiving of purchase requisitions, bidding purchases as necessary, issuance of purchase orders and placing orders.
2. Maintaining and operating a central supply inventory of copier paper.
3. Delivery, acceptance and redelivering of supplies, materials and equipment orders to the ordering department/division. (It is the responsibility of the ordering department to verify the quantity and condition of the merchandise ordered and to return an approved packing slip to the Purchasing Department to document receipt of the goods.)
4. Returning merchandise as necessary.

All services, supplies, materials or equipment required by an employee of the college in the performance of his/her individual duties will be purchased from funds budgeted for such purposes within their department or division.

Employees of the College are prohibited from securing items on a “charge” basis in the name of the College (exception: use of the EGSC Purchasing Card - P-card Policy found at <http://www.ega.edu/policy/07-purchasing-card-policy.pdf>)

Purchases for services, materials or supplies without appropriate prior written authority conflicts with the State laws governing purchases and employees who do not comply with this policy will be held personally liable for the costs of the items involved.

The appropriate forms may be found at <https://myegsc.ega.edu/group/employee/bo>.

An approved Purchase Order is required for purchases and may only be issued by the Purchasing Department after signed and approved departmental requests are received. The type of purchase and method of purchasing is determined by the Purchasing Department.

Certain categories of materials and services are exempt from the purchasing procedures. Invoices for these items are sent directly to the accounts payable department along with a check request for payment.

These may include the following:

- Travel (includes lodging, registration fees, mileage and meals)
- Utilities (electric power, water, telephone, internet)

A number of products and services must be obtained from preferred and mandatory sources (Mandatory Statewide Contracts). The Purchasing Department will notify the requestor if the purchase must be filled from a preferred or mandatory source and will not be procured from the vendor in which the Quote was obtained.

If an item ordered is not in stock or is obsolete, the Purchasing Department will notify the requestor before proceeding with the order. When a need for goods and/or services is identified that may result in purchases whose total may exceed \$25,000 in value per fiscal year, the required procurement must be presented to the Purchasing Department **before any action is taken**. After review, the requesting department will be advised of the proper course of action.

Procedures established for purchasing are found at: <https://myegsc.ega.edu/group/employee/bo> (Purchasing Guidelines)

Information Technology Equipment Purchases

Computer-related purchases including software and hardware (exception: flash drives) require prior approval of the Vice President of Information Technology. Policies relating to Information Technology are found at:

http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college Section 11.

Use of College Logos and Trademarks

<http://www.ega.edu/policy/05-identity-standards-for-logo-usage.pdf?33018>

Employee Purchasing

Absent a specific and approved exemption in state law or as approved by the Chancellor, employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for a college operation.

Return of Merchandise

The procedures for returning merchandise to vendors vary based on the reason for the return and the policies of the vendor. Merchandise may be defective, may be under warranty, may be received damaged or may not be the item ordered. Each situation is handled in a different manner with the supplier and/or the shipper.

Most vendors require notification of a return within a specific time frame (generally 5-7 business days after receipt of the merchandise). The Purchasing Department should be notified immediately if merchandise is received that needs to be returned and must be involved in the return of the item. If the department has been the primary contact with the vendor, it shall be that department's responsibility to obtain the Return of Merchandise (RMA) number and specific instructions for the return. Otherwise, the Purchasing Department will handle the return. If payment has not yet been made for the merchandise, payment will not be made until a credit or revised invoice has been received from the vendor. If payment has already been made, a credit will be issued to the departmental budget that was charged once it is received.

Contracts

The EGSC Contract Policy can be found at: <http://www.ega.edu/policy/07-contract-administration-policy.pdf>

Vendor Background Checks

EGSC shall review services provided to the institution by a vendor when the services require regular interaction with students, employees, monies, sensitive/confidential data, or facilities. In instances when the institution determines that the scope of work being performed by a vendor's employee is such that a background check should be required, the institution will seek appropriate contractual protections, including requiring the vendor to obtain appropriate background checks for all such vendor employees. Vendors maintain full responsibility for the actions of their employees and will be fully responsible for enforcing and implementing an appropriate background check requirement. The vendor will review the results of the background check. EGSC will not check the results of vendor's employees. The requirement for a vendor to conduct background checks on its employees and to indemnify EGSC will be specified in the contract for services.

Purchases of Uniforms and Clothing

Uniforms, clothing and special footwear are provided to employees in those instance where it is determined that the providing of such items is in the best interest of the College and due to the exceptional or unique requirements of the position(s). Clothing, uniforms and accessories are also provided to student athletes for the performance of their athletic duties, and in some instances to other students who are asked to perform specific duties or to participate in certain activities. The provision of uniforms or clothing requires specific approval as a prerequisite. Departments that require employees or students to wear uniforms or clothing will pay for the uniforms or clothing from budget funds only after specific approval from a direct report to the President and Marketing. The only means for purchasing clothing is through the submission of a Departmental Request to the Purchasing Department. Under no circumstances should an employee place an order directly with a vendor for clothing or uniforms. The individual approving the purchase (required to be a direct report to the President) must provide assurance the purchase complies with this policy and is necessary for the employee(s) or student (s) to perform his/her assigned duties.

This policy applies to all purchases made with State funds or funds from the EGSC Foundation.

Internal Purchases –Central Supply for Copy Paper

In Swainsboro, requests for copier paper may be made by e-mail to the purchasing department (purchase@ega.edu). The request should include the budget to be charged, the quantity of cases of paper (standard 8 ½ x 11 copy paper), where the paper should be delivered, and the name of the contact (requestor). Plant Operations will deliver the requested quantity of paper via a dispatched work order that is submitted to them by the Purchasing Department. Plant Ops will require a signature of the person who received the order. Charges for the paper will be billed back to the requesting budget at the end of each month.

In Statesboro and Augusta, requests for copier paper shall be submitted to the Administrative Staff at those locations.

Copy Machines

Campus copiers and printers may be covered under a service agreement through a Statewide contract. Detailed information will be provided to the contact of each machine at the beginning of each fiscal year (or more often if appropriate) by the Purchasing Department.

Accounts Payable

When a purchase order is issued, an encumbrance is created in the general ledger account. Liquidation of the encumbrance occurs upon payment of the obligation or cancellation of the order. Encumbrances which are liquidated for less than the original amount of the purchase order are subject to surplus and funds may be returned to the State Treasury. USG institutions are expected to process payments to vendors in a timely manner. A good working relationship between the various vendors and the college will benefit both parties. In addition to maintaining good business practices, USG Institutions are mandated by Executive Order of the Governor of the State of Georgia to pay invoices within thirty (30) days from the latter of:

- Invoice date
- Date the invoice is received by the institution
- Date goods and/or services are received by the institution

Invoice Routing

The Accounts Payable Department is responsible for maintaining information concerning the status of all invoices. This information is used to age unpaid invoices and to provide information helpful in answering vendor inquiries. The Accounts Payable Department serves as liaison between the College and the vendor. Invoices should be addressed to:

EGSC
Accounts Payable
131 College Circle
Swainsboro, GA 30401
ap@ega.edu

Invoices should never be sent directly to an EGSC employee. When invoices are received, Accounts Payable will notify the appropriate department for verification and approval to pay.

Prepayments

In accordance with state law, a payment will not be remitted prior to the receipt of materials, goods, supplies or services except when it is mandatory that the payment accompany the Purchase Order. Prepayments are normally required for registration fees, lodging, and subscriptions. In most other instances, prepayments are discouraged.

If the terms of the purchase of goods or services require a prepayment, a check request attached to appropriate document (hotel confirmation, registration, subscription notification) should be forwarded to the Accounts Payable Department. (For lodging and Registration – an approved travel request form must be in the Business Office prior to purchase/payment transactions being made).

Georgia Sales and Use Tax

As a unit of the University System of Georgia and the State of Georgia, EGSC is exempt from the payment of Georgia Sales and Use Tax. Sales tax exemption forms should be provided to vendors to eliminate sales tax from appearing on invoices or from being collected at the time of sale. The timing of when to provide the sales tax exemption form is influenced by the type of purchasing activity. Questions related to tax exemption should be directed to Accounts Payable. Funds held in Agency Accounts on behalf of non-exempt organizations as well as the East Georgia State College Foundation are not exempt from Georgia Sales and Use Taxes. College employees must provide a tax exemption certificate to the vendor at the time of making the purchase. An employee, who uses Petty Cash to purchase items that will be charged to a budget supported by State Funds and fails to use a tax exempt form, thus paying the tax, will not be reimbursed for the taxes that they pay.

Taxes of Other States

Generally, the College is not liable for sales taxes of other states if the transaction is consummated in the State of Georgia. If title passes in another state, the College is liable to pay taxes if specific tax exemption is not obtained.

Miscellaneous

Vending

In Swainsboro, vending machines in need of repair should be reported to ap@ega.edu or 478-289-2053. Cash refunds may be obtained from the Business Office located in the Student Services Complex. In Statesboro, vending machines in need of repair should be reported to the Director or designee. Cash refunds may be obtained from the Help Desk at the EGSC Statesboro Academic Facility. In Augusta,

vending machines in need of repair should be reported as noted on the machines, which are property of or contracted on behalf of Augusta University.

Travel of Employees

<http://www.ega.edu/policy/08-fleet-management-and-motor-vehicle-use-policy.pdf?8718>

<http://www.ega.edu/policy/07-travel-policy.pdf?8718>

Agency Funds

Agency Funds are used by campus units to hold funds which do not belong to the College. The Board of Regents of the University System of Georgia allows East Georgia State College (EGSC) to establish accounts to perform educational and administrative tasks as needed. Departments, organizational units, individuals, or groups may request establishment of accounts. The Vice President of Business Affairs (or designee) will review all requests for appropriateness. Funds held in Agency Accounts are subject to being swept by the Institution if the account has not had any activity for a period of three years.

Agency funds may be categorized as Scholarships – Designated Local & Private, General Deposits, Student Deposits, Student Clubs and Activities, Payroll Deductions and Other Agency Funds. In order to establish an agency account, the requesting party must contact Accounts Payable (ap@ega.edu) and provide the requested information so that an Agency Agreement Form can be completed, signed and approved. Relevant information such as correspondence, agreements, award letters or any other kind of documentation for the establishment of the fund should be attached to the Agency Agreement Form prior to the submission to Business Affairs.

SPONSORED ACCOUNTING

The Director of Financial Accounting has direct oversight of Grants, Scholarships and Asset Management.

Scholarships

EGSC serves as fiduciary agent for a variety of scholarship funds. All scholarships are awarded through the Office of Financial Aid in order to prevent duplicate or over-awarding of federal financial aid.

Scholarship funds come to the College in a number of ways - from governmental agencies, from the EGSC Foundation, from individuals or private entities. The recipients of scholarship funding are chosen either by the College (Office of Financial Aid or the EGSC Scholarship Committee), by the donor or by an individual(s) specified by the donor. The Office of Financial Aid determines the recipients of all governmentally funded (academic and/or need-based) grants and scholarships such as HOPE, Pell and SEOG based upon the criteria considered Restricted Funds. HOPE is a scholarship program and is accounted for in Designated Scholarships.

The Scholarship Committee awards all other institutionally awarded scholarships at East Georgia State College's financial records. In the case of privately awarded scholarship funds, the donor or entity funding these scholarships determines who will receive them. Checks are delivered to the College or the recipient and may be made payable to the student and/or the College. These scholarships are deposited and expended as Designated Scholarships. The purpose of the Scholarship Committee is to formulate and maintain standards for the award and administration of scholarships as necessary to maintain an excellent learning environment. Its duty is to evaluate applications received for scholarships based on criteria recommended by the committee, and make recommendations concerning worthy recipients for these scholarships.

Asset Management – Surplus Property

Business Affairs is responsible for tracking campus assets. Campus assets that are no longer needed in a department may be sent to Surplus for redistribution on or off campus, or to be disposed of. The procedure for requesting the surplus or moving of a campus property (furniture, equipment, etc.) is found at <https://myegsc.ega.edu/group/employee/bo> (Business Office - Surplus Request or Equipment Transfer).

Grants

East Georgia State College has processes in place to assist faculty and professional staff in seeking and applying for extramural grant funding to support the mission of the College. Pre-award guidance may be found on the Business Affairs Resources page at: <https://myegsc.ega.edu/group/employee/bo>
To begin the proposal development, please contact the Vice President for Institutional Advancement; and the Director of Financial Accounting for budget development.

08/21/2018