Southeastern
Louisiana
University

Budget Unit Financial Handbook

Rev082911

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Introduction

To manage a department, grant, or any other financial unit here at Southeastern Louisiana University, an understanding of the available tools and procedures is needed. This booklet is not all-inclusive, but it will, hopefully, provide a starting point for working with the financial management tools that are available.

Disclaimer: In all cases this document is to be used as a guide to website resources where information is being maintained. Please be advised that the website is the official record and is subject to change as policy dictates.

Budget Unit Terminology

Budget Unit Number

Your budget unit number is the 5-digit tracking number for the funds that your department/grant has been assigned. It is used to retrieve data when you review your budget in PeopleSoft Financials. It is also used to allocate the costs when you make a purchase. Some sample budget units are:

44611 – English Film Lab
44612 – English Lab Fee
44633 – Digital Apps in Literacy

The budget unit number represents a great deal of information in Southeastern's PeopleSoft financial system. For instance, when a requisition is entered and "charged" to Budget Unit 44633 (Digital Apps in Literacy), the system automatically assigns the entry to

Fund = 30 (Restricted)
Program = 10000 (Instruction)
Class = GSTAT (Grant, State)
Home Department = 44601 (English)
Project = GR44633 (a Grant ID)

While you may occasionally see the Fund, Program, Class, Home Department, and Project information for your Budget Unit in the PeopleSoft Financials screens, *you will only need your Budget Unit number for monitoring your budgets, putting in requisitions, etc.*

Category/Account Number

When using your budget unit's funds, you must indicate the type of expense that is to be incurred. In our PeopleSoft financial system, the type of expense is known as the category. The category automatically provides the system with the appropriate corresponding account number. In some of the financial transactions that are performed outside our PeopleSoft system, you may be asked to provide an account number. Some sample categories and their corresponding account numbers are:

Advertising	539001
Education Supplies	540230
Professional Svcs – Engineer	550300

WHERE TO FIND BUDGET UNITS

Where to Find Budget Units and Account Numbers

The current list of budget units and accounts can be found on the Controllers Office page on the Southeastern web site:

Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information ->

Budget Unit Numbers are listed in: **Budget Unit List**
Account Numbers are listed in: **GL Account List**

Budget Unit Setup and Changes

To create a new budget unit or make modifications (description, manager, project dates, etc.) complete the "Create/Update Budget Unit Form" found on the PeopleSoft Financials web page:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft Financials Forms

Monitoring and Adjusting Your Budget

Intro to Budgets

When funds are allocated to a budget unit, a budget is created in the PeopleSoft Financials system for the types of expenditures that are anticipated. For example, budgets would show funds that are available for "Office Supplies" or "Telephone-Long Distance".

When purchases are made through one of the purchasing mechanisms on campus (such as a PeopleSoft requisition or the procurement card), the category code/account number is required. The purchase and remaining budget is reflected on the PeopleSoft budget (aka commitment control) review screens and reports.

Note that purchases made on the Procurement card can take a week or more to be loaded into our PeopleSoft Financials System. Also, if a "Process Form for Payment" has been submitted, the transaction will reduce the budget when it is entered into PeopleSoft by the Controller's Office. These types of transactions must also be considered when determining if budget dollars are available for a purchase.

Monitoring a Budget

There are three tools available in PeopleSoft Financials for monitoring a budget – the Monthly Departmental Budget Report, the Detailed Budget Unit Transaction Report, and the Budget Overview on-line lookup. "How Do I?" documents are available for each of these tools on the PeopleSoft Financials web page:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> How Do I?

A Budget Overview screen would appear in a format similar to the following:

		Account	Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
		522000	Travel	FY2009	1,900.00	0.00	0.00	0.00	1,900.00
		532000	Xerox Copying	FY2009	200.00	0.00	0.00	0.00	200.00
		533000	Printing	FY2009	50.00	0.00	0.00	0.00	50.00
		535000	Rentals	FY2009	960.00	0.00	0.00	0.00	960.00
		536000	Dues and Subscriptions	FY2009	100.00	0.00	0.00	0.00	100.00
		537000	Telephone	FY2009	5,924.00	0.00	0.00	0.00	5,924.00
		539000	Other Services	FY2009	3,051.00	0.00	0.00	0.00	3,051.00
		540000	Supplies	FY2009	8,700.00	0.00	0.00	0.00	8,700.00
		571000	Capital Outlay-Acq	FY2009	3,291.00	0.00	0.00	0.00	3,291.00

Return to Criteria *Notes

MONITORING AND ADJUSTING YOUR BUDGET (Con't)

The numeric columns contain the following information:

Budget – the original budgeted amount for the account
Expense – the amount that has been paid from the account
Encumbrance – the amount that is currently on purchase order for the account
Pre-Encumbrance – the amount that is currently on a purchase requisition for the account

Adjusting a Budget

In the screen shown in the above section, only $50 is budgeted for printing during the year. If $100 of the supplies budget must be reallocated to the printing budget, this would be a "Budget Adjustment". These adjustments are handled by submitting a "Budget Adjustment Request" form to the Budget Office. The form can be found on the Budget Office web page:

Southeastern Home -> Administration -> Budget Office -> Budget Adjustment Forms

Note that adjustments for Budget Units that relate to grants must be reviewed by the Office of Sponsored Research and Programs.

Travel Authorizations and Reimbursements

When traveling for the university, you will need to fully understand Louisiana and Southeastern travel regulations. These regulations, along with information on the state travel card, contracted travel agencies, etc. are described on the "Travel Information" web page:

> **Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information -> Travel Information**

As described on the "Travel Information" web page, prior to most university travel, a Travel Authorization request must be entered and approved in the PeopleSoft Financials system.

For step-by-step instructions on Travel Authorization entry, approval, and review, visit the PeopleSoft Financials Training web page and select "Travel Authorization Training Topics":

> **Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft Financials Training -> Travel Authorization Training Topics**

"How Do I?" documents are also available at

> **Southeastern Home -> LeoNet -> PeopleSoft Financials->How Do I?**

Travel expense reimbursement requires submission of the paper "Expense Account" form available from Southeastern's Travel Office.

Grant Proposals

When a grant proposal has been completed in the PeopleSoft Financials system by the Principal Investigator (PI) and reviewed by the Office of Sponsored Research and Programs (OSRP), it will be submitted for electronic approval to the Budget Unit Head of the Home Department that was designated on the proposal.

The following steps are required to review and approve the grant proposal:

➲ Log into PeopleSoft with your standard PS User ID and password on the **PeopleSoft Financials (FSPRD)** screen.

➲ Check your **Worklist**. When the proposal is ready for review/approval, you will receive a message in your Worklist with an active link to the **Proposal Component Approval/Submit** screen. Select this hyperlink.

➲ Link directly to the proposal information by clicking on the **V101** hyperlink on the **Proposal Component Approval/Submit** screen. The proposal must be reviewed prior to the "**Approval**"/"**Send Back**" action.

Use the navigation within the proposal to access all pages and links. DO NOT use the "back" button on the browser or you may encounter problems within the system.

➲ Open the **PROPOSAL** page and review the general information such as PI name, sponsor, dates of the project, etc

➲ Open the **BUDGETS** page. Select the **Period** (Year) hyperlink(s) to access each budget year, itemized as to items and dollars on the **Enter Budget Detail** page.

If match is required on the proposal, access to the match details (amounts/budgets responsible) will be included on the **Cost Share** page. This page is accessed through the **Cost Share** hyperlink on the individual line items shown on the **Enter Budget Detail** page**.** **Be sure to monitor this information carefully as your electronic signature confirms approval of match provided by your budget.** All budget unit heads providing match will be required to electronically approve the proposal.

If cost share is reviewed, you will receive an alert message that you have unsaved data when you select the **Return to Maintain Proposal** hyperlink. If you do receive this message, select the **Cancel** box from this screen in order to successfully return to the **BUDGETS** page.

Note: The Budget Justification should be found as a separate file on the **ATTACHMENTS** page.

➲ Open the **ATTACHMENTS** page and review documents such as the Narrative, Budget Justification, Abstract, and other items to be submitted to the funding agency.

➲ At this point the review of the required pages of the proposal is complete. Information completed by the PI/OSRP is also found on the **PROJECTS**, **RESOURCES**, and **KEY WORDS** pages. These are optional review pages.

➲ You are now ready to either "**Approve**" or "**Send Back**." Go to the **Menu** on the left-hand side and select **Grants**. Then select **Proposals**. Then select **Proposal Component Approval**. This hyperlink will open the **Proposal Proponent Approval/Submit** screen once again.

➲ Either "**Approve**" or "**Send Back**" the proposal by checking the appropriate box. The **Comment** hyperlink will open the **Proposal Component Comments** box. You may make a comment if you **Approve**, but you **MUST** include an explanation if you choose to **Send Back** the proposal.

➲ Select the **Save** button. If you did select the "**Send Back**" option, you will be asked for confirmation that you want to send the proposal back. Select the "Yes" button to continue.

➲ At this point, you have completed your level of the approval process.

Property Control

When Southeastern acquires moveable property that is computer hardware or over a set dollar amount, it is tagged by the Office of Property Control and becomes part of Southeastern's asset inventory. A Budget Unit Head is assigned responsibility for managing the asset. This responsibility includes monitoring the asset's location, "surplusing" the asset if it is no longer needed, and making requests for asset status changes, when appropriate (e.g., if the asset is stolen). To facilitate these tasks, a set of asset management self-service functions are available in the PeopleSoft Financials system. (Note that a Budget Unit Head can authorize another employee to modify location information or enter property control transactions by completing a Property Control Transaction Authorization Form. This form is available at the PeopleSoft Financials web page.

Reviewing Asset Information

To see the list of tagged assets that are assigned to a Budget Unit or to look for asset information, choose from the queries on the PeopleSoft Financials "Southeastern AM Links" menu by navigating in Peoplesoft Financials to

Asset Management -> Southeastern AM Links

Managing Assets

During the life of an asset, its location, custodian, or status may change. For tagged assets, not only must information be updated in the PeopleSoft Financials System, but many changes require approval from offices at Southeastern or even the State of Louisiana before they can be implemented. The PeopleSoft "Property Control Transactions" screen allows Budget Unit Heads and/or their authorized representatives to enter these transactions for tagged assets. For step-by-step instructions on entering a tagged inventory asset transaction, see the "Entering a Property Control Inventory Transaction" document at

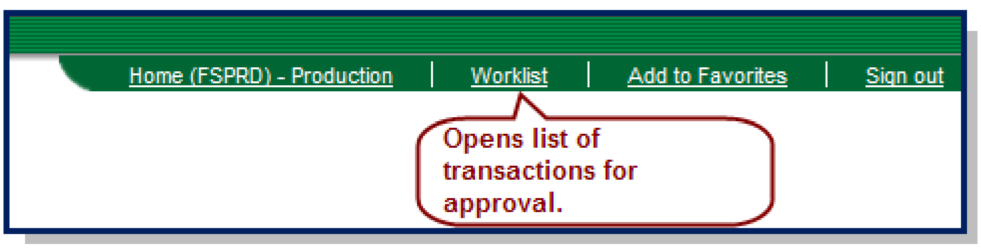
Southeastern Home -> LeoNet -> PeopleSoft Financials -> How Do I?

PROPERTY CONTROL (Con't)

For non-inventory (non-tagged) property, several types of transactions also require approval before they can be completed. These transactions include surplusing items, trading in items, dismantling for parts, and reporting the items as lost/stolen. (Location changes do not require approval for non-inventory items.) These transactions can be entered by using the PeopleSoft "Prop Cntrl Non-Inventory items" screen. For step-by-step instructions for these transactions, see the "Entering a Property Control Non-Inventory Transaction" document on the "How Do I?" menu.

Approving Transactions

When an asset transaction has been submitted and needs approval from one or more PeopleSoft Financials users, an email will be sent to the first approver, and it will appear in their PeopleSoft Financials Worklist. The Worklist icon appears at the top right corner of the PeopleSoft Financials home page:



(See the "How Do I" document "Approving Property Control Transactions" for additional information on approving the transaction.)

The transaction will progress through the required approvals (unless approval is denied by one of the approvers). The final approval for all transactions (other than location changes) comes from the Office of Property Control.

Purchasing at Southeastern

There are currently four purchasing methods used for budget units at Southeastern:

1. The Procurement Card (also known as the P-Card)
2. The Process Form for Payment
3. Internal Request Form
4. PeopleSoft Requisition (becomes a Purchase Order)

Procurement Card

This VISA credit card is the purchasing method of choice by Southeastern for most purchases up to $1000. Employees are issued a P-Card by Bank of America, make purchases directly from vendors, code transactions on-line using Bank of America's "Works" program, and reconcile their statement on a monthly basis.

There are guidelines and restrictions that apply to purchases. For instance, the P-Card is NOT to be used for travel (there is a separate travel card that is issued to employees for that purpose) and it cannot be used to purchase a computer. The procedures for obtaining and using a P-Card can be found on the Purchasing Department's web pages:

> **Southeastern Home -> Administration -> Purchasing -> Procurement Card Program -> Procurement Card Policies and Procedures**

Instructions for using the "Works" program to code transactions are also available on the Procurement Card Program web pages.

The following is the timeline for a P-Card transaction:

	P-CARD QUICK REFERENCE TIMELINE		
	When	**Who**	**Event**
1)	Approximately 2 Days after Purchase	Cardholder	Coding & sign-off request arrives from Works
2)	Within 2 Days of Works Notice	Cardholder	Codes and signs off on the transaction, triggering approval notice to Supervisor
3)	Within 2 Days of Approval Notice from Works	Supervisor	Completes approval process
4)	End of billing cycle (on the 6th)	Cardholder	Receives email containing statement
5)	Within 5 Days of statement (see NOTE below)	Cardholder	Forwards documentation to PCard@selu.edu

To clarify further (this is very important), the requirements for each step on the timeline are:

1) ***Cardholder:*** Approximately **2 days** after using the Procurement Card for a purchase, the cardholder will receive an email notice from Bank of America's Works System that a transaction is waiting for coding to the correct Budget Unit/Account and the cardholder's signoff.

2) ***Cardholder:*** Within **2 business days** after receiving the above notification from Works, the Cardholder must complete the coding and signoff. The cardholder's immediate supervisor will then receive an email notice that their approval is required for the transaction. (See the "Works Cardholder Transaction Signoff" document for step-by-step instructions.)

3) ***Supervisor:*** Within **2 business days** after receiving notification from Works, the supervisor must access Works and complete the approval process for the transaction. (See the "Approving a PCard Transaction" document for step-by-step instructions.)

4) ***Cardholder:*** At the end of the Works billing cycle for the month (the **6th** of the month), the cardholder will receive an email with the monthly Procurement Card Transactions Statement attached.

5) ***Cardholder:*** Within **5 business days** after receiving the statement, the cardholder must:

   a) scan the documentation for the purchases shown on the statement into a single pdf file (MUST be pdf or jpg—no other formats can be accepted),
   b) attach this scanned file to the monthly statement email, and,
   c) forward the original email with the statement and the additional file attached to **pcard@selu.edu**.

   NOTE: *If the statement documentation is not submitted within this 5-day time frame, a notice will be sent to the cardholder and supervisor. If documentation is not received within an additional 5 days of the reminder email, the procurement card will be suspended.*

Process Form for Payment

The Process Form for Payment is a mechanism for transmitting invoices for payment without going through a formal requisitioning process. The form lists the types of transactions that can be transmitted to the Accounts Payable or Purchasing Departments through this method, including subscriptions, utility payments, lease payments, etc.

The form is available on the Purchasing Department's web pages:

> **Southeastern Home -> Administration -> Purchasing -> Purchasing Forms -> Process Form for Payments**

Internal Request Form

When purchasing materials or equipment from other departments within the University, you may be required to file a form that authorizes the transfer of goods and costs to your budget unit. Examples include:

> Computer Equipment Resales Purchase Request
> Computer Paper Resales Purchase Request

Each of these forms will be available from the department offering the goods and will vary in format, depending on the needed information. Visit the web site for the department to learn the purchasing procedure for these "internal requests".

PeopleSoft Requisition

If your purchase cannot be completed through any of the methods just listed (meaning it is over $1000 or you could not use the P-Card due to a purchasing restriction), the procurement process is summarized below. A detailed description of each step follows.

The Requisition / Purchase Order Process

	PeopleSoft User		Budget Unit Head (Requester)		Procurement Spec & Controller's Office
1	Create requisition in PeopleSoft with scanned supporting documents				
		2	A: Requisition appears in work list B: Approve or deny requisition (an approval sends request to OSRP and/or Basic Computing (if needed)		
				3	Overnight, the Approved Req is budget checked and becomes an Unapproved PO
				4	A: For <=$5,000 - Procurement Specialist will review, approve, or contact Requester, & place order B: For >$5,000 - As in 4A, plus Procurement Spec will obtain the bids
5	When goods or services are delivered, enter Receiving in PeopleSoft. (Note that receipts for tagged assets are entered by Property Control)			6	Controller's Office receives invoice and pays vendor

Step 1 (PeopleSoft User):

Create requisition in PeopleSoft with scanned supporting documents.

To log in to the PeopleSoft Financials system, navigate to the PeopleSoft Financials web page and choose the “PeopleSoft Login” link:

Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft Login

PEOPLESOFT REQUISITION (Con't)

(See the "Getting Ready to Purchase or Travel" section of this guide for information on obtaining your user id for PeopleSoft Financials.)

Enter the requisition and attach any related documents by following the steps provided in the on-line training for PeopleSoft Financials at

> **Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft Financials Training -> Purchase Requisition Topics**

Step-by-step instructions are also available on the PeopleSoft Financials web page:

> **Southeastern Home -> LeoNet -> PeopleSoft Financials -> How Do I?**

If your requisition is for a contract greater than $2000, the Procurement Specialist must have the original contract, signed by the vendor, before the purchase order (and payment) will be processed!

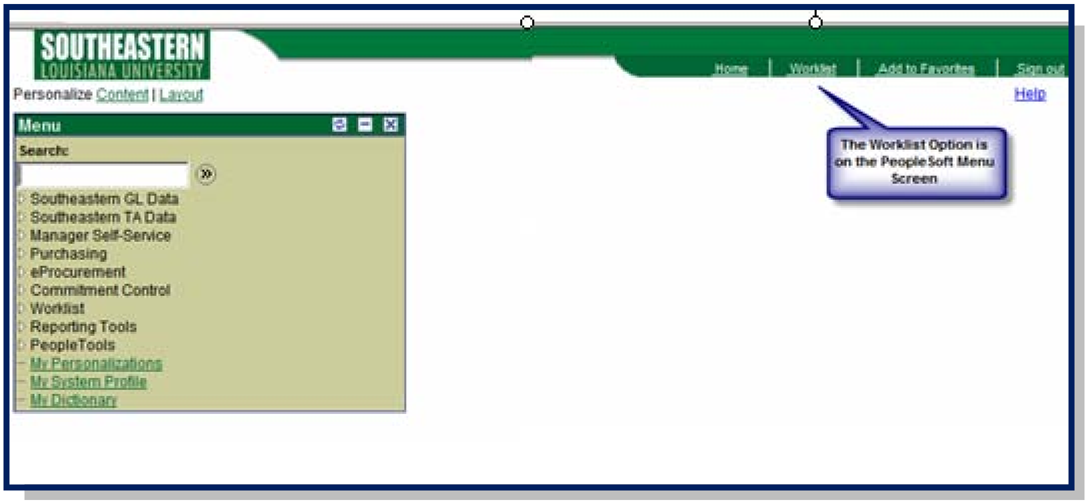
THERE IS ONE EXCEPTION TO THIS STEP!
Purchase requisitions can only be entered for one budget unit head's approval, so for purchases involving multiple budget unit heads, use the Multi-Budget Unit Head Purchase Request Form:

> **Southeastern Home -> Administration -> Purchasing -> Purchasing Forms -> Multi-Budget Unit Head Purchase Request**

Step 2 (Approver):

A – Requisition appears in worklist

Every hour (on the half hour) a "workflow" process adds requisitions to the appropriate budget unit heads' worklist for approval. To access the worklist, click on the "Worklist" link at the top of the screen as shown below:

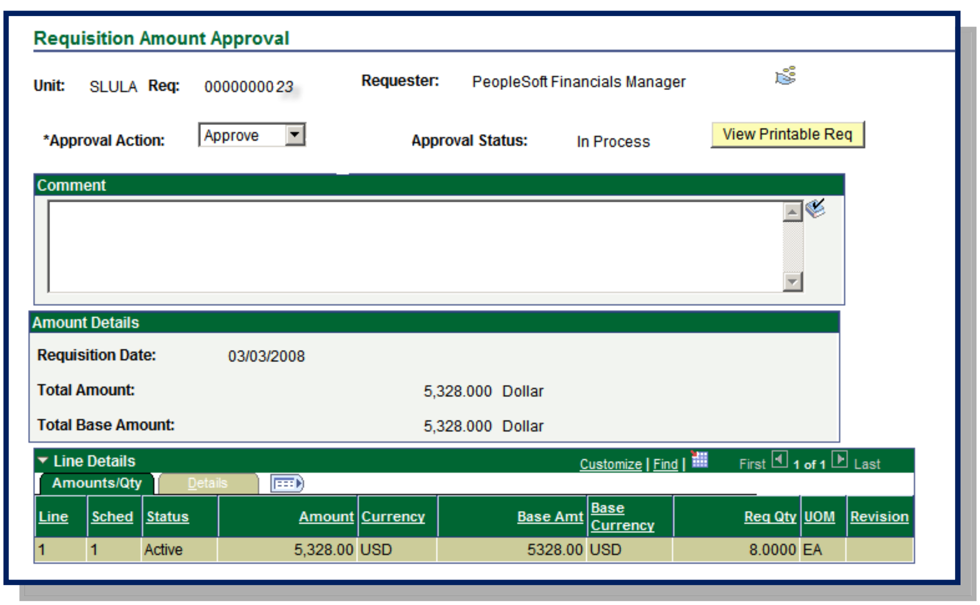


A worklist similar to the following appears:

MANANDA1	01/27/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL		29, SLULA, 0000000023
MANANDA1	01/27/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL		30, SLULA, 0000000024

To access a requisition that is waiting for approval, press the link on the right side of the listing. For instance, 29, SLULA, 0000000023 is a link to requisition number 23 that needs approval.

B -- Budget Unit Head approves or denies the requisition



PEOPLESOFT REQUISITION (Con't)

To view the details of the requisition, the budget unit head can use the View Printable Req button. To approve the requisition, confirm that "Approve" is selected in the "Approval Action" drop-down listing and press the "Save" button at the bottom of the screen. To deny the requisition, simply change the "Approval Action" to "Deny" before saving.

If approved, the requisition then goes automatically to worklists for the Office of Sponsored Research and Programs (if needed) and/or Basic Computing (if needed) for additional approvals.

For additional training on requisition approval, visit the following web page:

> **Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft Financials Training -> Purchase Requisition Topics -> Approving a Requisition**

A "How Do I" document for approving requisitions is also available on the PeopleSoft Financials web page.

Step 3 – (PeopleSoft System):

Overnight, the approved requisition is budget checked and becomes an unapproved purchase order

Step 4 (Procurement Specialist):

For purchases up to $5000, the Procurement Specialist will review the requisition, along with any quotes and other scanned documents, and will place the order.

For purchases over $5000, the Procurement Specialist will review and also obtain bids for the purchase if needed before placing an order.

******Note that orders are placed by the Procurement Specialist, not the Budget Unit******

PEOPLESOFT REQUISITION (Con't)

Step 5 (PeopleSoft User):

When goods or services are delivered, enter the receiving in PeopleSoft. Remember, a receipt entry must be in PeopleSoft for the vendor to be paid. Step-by-step instructions for entering a receipt are available in a "How Do I?" document on the PeopleSoft Financials Web page.

Step 6 (Controller's Office):

Invoices are sent to the Controller's Office (Accounts Payable – SLU 10720) and a PeopleSoft voucher will be created in the system. If the quantities and pricing on the voucher, receiver, and purchase order all agree, the vendor will be paid. If they do not agree, your procurement specialist will investigate the discrepancy and resolve the problem.

Getting Ready to Purchase

1. Make sure you have a procurement card (P-Card) if you will make purchases **up to $1000**.

   If you need a P-Card, contact Scott Morrow, **smorrow@selu.edu** or 549-**5323**.

2. Complete the online assessment for entering a requisition. The "Getting Started" link on the PeopleSoft Financials web page will guide you through the steps necessary to prepare for and complete the assessment:

   Southeastern Home -> LeoNet -> PeopleSoft Financials -> PeopleSoft-Based Financials – Getting Started

3. Request your financials user access by submitting the scoring results from the "Adding a New Requisition" assessment (completed in 2. above) to the PeopleSoft Financials team at SLU Box 10725 or fax to x3315. Staff who are not budget unit managers, must also submit a "Requisitioning Authorization Form" that gives authorization to enter requisitions for a budget unit. This form can be found at:

   Southeastern Home -> LeoNet -> PeopleSoft Financials -> Requisitioning Authorization Form

4. Also, submit an "Application for Faculty/Staff Account" to SLU Computing Services for a login to the PeopleSoft Financials system. This form is available at:

   Southeastern Home -> Administration-> Basic Computing Services -> Help Desk -> Available Documents

5. Make sure you have access to a scanner for purchasing attachments and/or submitting P-Card receipts.

Resources for Assistance

- For purchasing guidelines and procedures:

  Southeastern Home -> Administration -> Purchasing
  or contact the Procurement Specialist assigned to your Budget Unit.

- For PeopleSoft Financials Assistance:
  Email: **PSFinancials@selu.edu**
  Or call x3243

- For PCard (Procurement Card) Assistance:
  Email: **smorrow@selu.edu**
  Or call x5323

- For Travel Authorization, state travel policies and procedures, and other travel assistance:

  Southeastern Home -> Administration -> Controller's Office -> Faculty & Staff Information -> Travel Information

  or call x2089

- For Grant Proposal Assistance, contact the Office of Sponsored Research and Programs (x3212).

- For Budget Assistance

  Southeastern Home -> Administration -> Budget Office -> Budget Information

  or email **hoberschmidt@selu.edu**
  or call x2283

- For Property Control Assistance

  Southeastern Home -> Administration -> Property Control

  Or email **sandra.jenkins@selu.edu**
  Or call x2205

- For Computer & Scanning Technical Support

  Southeastern Home -> Administration -> Basic Computing Services -> Helpdesk
  or call x5555

CREATE/UPDATE BUDGET UNIT FORM

SOUTHEASTERN
LOUISIANA UNIVERSITY

PeopleSoft
Create/Update Budget Unit
Form

Please Send To PeopleSoft at:

SLU 10725 or Fax to x 3315

For more information, contact extension 3244

Date Requested: ____________
Requested by: ____________
Ext. ____________

Please Mark an "X" by all that Apply

☐ Create New Budget Unit	☐ Update Budget Unit	☐ Inactivate
☐ Create New Project	☐ Update Project	☐ Other - If Other Explain: ____________
☐ Create New TA	☐ Update TA	

Home Department Name	____________	Home Department No.	____________
Budget Unit Name	____________	Budget Unit Number	____________
Budget Unit Manager	____________	BU Manager W Number	____________
Project Name	____________	Project Number	____________
Project Start Date	____________	Project End Date	____________
Fund	____________	Set Up for P-Card/Works	____________
Program	____________	Set Up for Payroll	____________
Class	____________		
TA Department Name	____________	TA Department Number	____________
TA Division	____________		
TA Sub Division	____________		
TA Budget Unit Head	____________	TA Budget Unit Head W #	____________
TA Department Head	____________	TA Department Head W #	____________

For PeopleSoft Analyst Use Only

___ Budget Unit	___ Commitment Control	___ Workflow Approvals
___ Project	___ Tree Manager	___ Requester Ship-To's
___ TA Department	___ HR Combo Table	___ Preference Ship-To's
___ SpeedType	___ Notify Controller's Office	___ Works
___ SpeedChart	___ Notify 3rd Party Systems	___

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BUDGET ADJUSTMENT FORM

SOUTHEASTERN LOUISIANA UNIVERSITY
BUDGET ADJUSTMENT REQUEST

FUND CODE: 10 Operating 20 Revenue 30 Restricted xx Other Fiscal Year 07-08

Budget Unit # 1	Budget Unit Name	Budget Unit # 2	Budget Unit Name	Date Prepared

5 Digit Budget Unit	6 Digit Account	Account Name	Amount	Increase / Decrease

PURPOSE OF REQUEST: (REQUIRED)

I certify that the funds are available for this requested budget adjustment. Budget Unit Head	Box# Phone#	DATE
Coauthorization By Other Budget Unit Head (if any)	Phone#	DATE
Dean/Director/Supervisor (required only for two or more budget units)		DATE
Coauthorization By Other Dean/Director/Supervisor (if any)		DATE
Supervising Vice President (required only with request for additional funds)		DATE
VP for Administration and Finance (required only for additional funds)	Budget Director	DATE

Budget Office	DATE RECEIVED	DATE PROCESSED	Budget Adjustment #

SOUTHEASTERN LOUISIANA UNIVERSITY

PROCESS FORM FOR PAYMENT

NOT REQUIRED TO BE ENTERED IN PEOPLESOFT FINANCIALS

Vendor or Employee Name

Vendor No. or W #

The following list of purchases are not required and should not be entered as a purchase requisition in PeopleSoft Financials. Mark the applicable item to be transmitted for payment.

>>>>>>>>>> *Use One Form Per Vendor and/or Purchase Type* <<<<<<<<<<

This form along with the original invoice or documentation shall be attached and "Sent To" **Purchasing (SLU 10800)** or **Payables (SLU 10720)** as indicated above.

X	DESCRIPTION	PURCHASING	PAYABLES	X	DESCRIPTION	PURCHASING	PAYABLES
	Advertising	SEND TO			Postage for Bulk Mailing		SEND TO
	Authorized Dealer Repairs	SEND TO			Postage for Meter Acct		SEND TO
	Energy Mgmt Payments		SEND TO		Postage Stamps	SEND TO	
	Express Carrier Services		SEND TO		Reimbursements	SEND TO	
	Freight Charges < $1,000	SEND TO			Reprints from Journals		SEND TO
	Freight for Textbooks	SEND TO			Stipends		SEND TO
	Fuel for Univ Vehicles	SEND TO			Subscriptions		SEND TO
	Game Concession Sales		SEND TO		Termite Renewal	SEND TO	
	Game Event Workers		SEND TO		Textbook Purchases	SEND TO	
	Game Guarantees		SEND TO		Univ Cell Phone Charges	SEND TO	
	Game Officials		SEND TO		Utilities - Electric		SEND TO
	Government Payments		SEND TO		Utilities - Gas		SEND TO
	Honorariums	SEND TO			Utilities - Telephone		SEND TO
	Lease Payments	SEND TO			Utilities - Water		SEND TO
	Memberships - Institutional		SEND TO				
	Motor Vehicle Licensing		SEND TO			SEND TO	

Describe Payment in Detail:

I certify the description marked has been (1) received, inspected, counted and accepted or (2) performed satisfactorily.

AMOUNT APPROVED FOR PAYMENT (Do Not Leave Blank or Form Will Be Returned) **$**

Budget Unit Name(s)	Budget Unit Number(s)	Expense Acct	Amount

Budget Unit Head Name *(print or type)*	Signature and Date

Sponsored Research & Programs Signature *(if applicable)*	
	Date:

FOR PURCHASING OR PAYABLES USE ONLY

Reviewed by	Date	Amount

COMPUTER EQUIPMENT RESALES REQUEST FORM

Computer Equipment Resales
Purchase Request

Requisitioning Department:

Requisitioned by:

Telephone Extension: Bldg/Rm:

Date:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
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					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Approved by (signature):

Budget Unit	Expense Code	Encumbrance

MULTI-BUDGET UNIT HEAD PURCHASE REQUEST

MULTI-BUDGET UNIT HEAD PURCHASE REQUEST

After obtaining all required approvals, please forward to:

The Purchasing Dept
SLU 10800
Hammond, LA 70402
Ph: 985-549-2064

Vendor Name:			
Vendor Address:			
PHONE:		FAX:	

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	DUE DATE

Budget Unit (dept) Expense (account) Amount/Percentage

Approving Budget Unit Head Siganture E-Mail Address *Director, Sponsored Research & Programs
(approval signature required for all project/grant expenditures)

Budget Unit (dept) Expense (account) Amount/Percentage

Approving Budget Unit Head Siganture E-Mail Address *Director, Sponsored Research & Programs
(approval signature required for all project/grant expenditures)

Budget Unit (dept) Expense (account) Amount/Percentage

Approving Budget Unit Head Siganture E-Mail Address *Director, Sponsored Research & Programs
(approval signature required for all project/grant expenditures)

PURCHASE REQUESTED BY: ____________ Ext. # ____

Procurement Specialist Approval Date Assigned PO #

REQUISITIONING AUTHORIZATION FORM

SOUTHEASTERN
LOUISIANA UNIVERSITY

PeopleSoft Financials
REQUISITIONING AUTHORIZATION FORM

**** PLEASE PRINT CLEARLY ****

This form authorizes a user to enter and/or review requisitions on Southeastern's PeopleSoft Financial System. This form may also be used for *Authorization Removal*. The signature of each Budget Unit Head who authorizes the applicant to enter requisitions for their Budget Unit(s) is required. If this is the first requisitioning authorization form that you have submitted, please attach a certification form from the on-line assessment for "Adding a New Requisition".

****** NEW AUTHORIZATION ******

Date: ____________ PeopleSoft Financials User: ______________________

*I **authorize** the above PeopleSoft Financials User to enter requisitions for all Budget Unit(s) for which I am responsible:*

Budget Unit Head Name	Budget Unit Head Signature
Budget Unit Head Name	Budget Unit Head Signature
Budget Unit Head Name	Budget Unit Head Signature
	Requestor's Phone Number

****** REMOVE AUTHORIZATION ******

Date: ____________ PeopleSoft Financials User: ______________________

*I am requesting **authorization removal** of the above listed PeopleSoft User from all Budget Unit(s) for which I am responsible.*

Budget Unit Head Name	Budget Unit Head Signature
	Requestor's Phone Number

Send to PeopleSoft Financials • Fax #3315 or Box 10725

rev073010

PROPERTY CONTROL TRANSACTION AUTHORIZATION FORM

PEOPLESOFT FINANCIALS
Property Control Transaction Authorization

This form authorizes a user to modify location information and/or enter Property Control transactions in the Southeastern PeopleSoft Financial System for budget units that are indicated below. These transactions could include requests to surplus assets, to transfer assets to another budget unit, to dismantle assets, or to report assets as missing. The Budget Unit Head approval will still be required for each transaction, with the exception of modifying location information.

Date: ______________________

PeopleSoft Financials User: _____________________________________

I authorize the above PeopleSoft Financials User to modify asset locations and/or enter Property Control transactions for assets assigned to the following Budget Units for which I am responsible:

Budget Unit number	Description
________________	______________________________________
________________	______________________________________
________________	______________________________________
________________	______________________________________
________________	______________________________________
________________	______________________________________

________________________________ Budget Unit Head Name (please print)

________________________________ Signature

________________________________ Date

Send to: PeopleSoft Financials · Fax #3315 or Box 10725