Budgets and Financials

The fiscal year runs from June 1 to May 31.

Budget Codes - Each Department will have one or multiple budget codes depending on the funding of the department. All academic departments will have at least the main budget that covers supplies, entertainment, copier cost, postage, etc. in this format:

Example:

Org Fund	dept budget	account#
110000	45 _ _ _	70 _ _ _

There are various 'account numbers' we all use – the most popular are:

Faculty Travel – 70020
Conference Registration – 70060
Entertainment - 70110
Supplies – 70210
Printing – 70310
Subscriptions – 71110
Memberships/Dues – 71120
Postage – 71610
Prizes & Awards - 72090

Budget Expenses:
Your budget can be viewed using Argos. Access to Argos will give you access to all your budgets and also gives you the opportunity to print out a PDF summary by account number to help with keeping track.

If you have questions about budgets, you can contact the Finance Department directly.

For new accounts: How do I gain access to Banner/Argos view a specific Fund and/or Org?; Budget Access Requests

Petty Cash Requests

To request petty cash reimbursement for items other than travel and entertainment:

1. Open up a blank Petty Cash Voucher form, located in the "Financial Forms" folder on your desktop.
2. Fill all the fields up through "requested by", including your initials at the bottom.
3. Print and have the department chair sign the request.
4. You or a student takes the form to the Bursar and receives the cash. You must have an R-card with you to receive the cash.
5. If you can't hand the cash straight to the person, leave it someplace safe and email the person with the location where you are holding their petty cash.

Note: Sales tax cannot be reimbursed. The purchaser is responsible to present the college's tax exemption certificate when making a purchase.

Direct Pay Requests

Business expense/reimbursement requests are requested through Chrome River. Faculty must add you as an approver on their accounts so that you can submit for reimbursements on their behalf.   If you need assistance, please contact Sherine Squires, at ssquires@rollins.edu; x2162.

If the company you are paying does not have an R# go to:

- Log into Chrome River
- Request a completed W-9 Form from the company.
- Click on the Vendor Request form link on the main page of Chrome River.

Complete the form and attached the W-9

Purchasing Card (P-Card) User Information

The Rollins College P-Card is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. Using the card will provide quick turn-around time on your orders, and greater flexibility in ordering goods and will also reduce paperwork processing. Specific guidelines on the usage of the Rollins College Procurement Card Program can be found in the Cardholder Handbook on the Rollins College Finance web page.

To request a card: http://www.rollins.edu/finance/forms-requests/index.html - click on the P-card application, fill it out and submit.

After you receive your card keep it in a very safe place (like your wallet). Never give it to anyone to use. If you have any questions with transactions or issues with the card contact John Overberger at 407-646-2112

Receipts: You must keep all receipts. Since they need to be uploaded into the platform, the easiest way is to scan and save them as a PDF. Then save all receipts in a folder on your computer. Name them in a way that will help you locate them. I often put the vendor and date (ex. Staples July 2016) to make it easy to locate.

P-Card Reconciliation
All charges will be reconciled online through Chrome River. Please follow the instructions provided here for submitting a PCard reconciliation report: https://www.rollins.edu/finance/documents/cr-login-instructions.pdf. The Finance Department has additional training tools. You can access that page here - https://www.rollins.edu/finance/training/. It includes training tools for generating an Argos report, budget reallocation basics, and expense management through Chrome River.

For Lost Receipts: If you have lost a receipt and cannot retrieve it from the business, fill out a Lost Receipt form with detailed information. This form will need to be signed by whoever was the purchaser and the approver of transactions in your department. You will scan this form just like you do receipts and invoices to attach to a reconciliation.

HOW TO PROCESS TRAVEL EXPENSE REPORTS:

When a faculty member comes back from a college-related trip, they should provide you with receipts for every expense (lodging, meals, cabs, etc.). They can scan these receipts and email them to you, or they can bring the printed receipts to you, or they can load them into their Chrome River account.

Faculty must add you as an approver on their accounts so that you can submit for reimbursements on their behalf.   If you need assistance, please contact Sherine Squires at ssquires@rollins.edu.