

# Baylor University Financial Management Reference

<b>Budget Office (X. 2663)</b> <a href="http://www.baylor.edu/Budget">www.baylor.edu/Budget</a>	<b>Purchasing Office (X. 1561)</b> <a href="http://www.baylor.edu/procurement/">www.baylor.edu/procurement/</a>	<b>Financial Services (X. 3731)</b> <a href="http://www.baylor.edu/financial_services">www.baylor.edu/financial_services</a>					
Call us with questions about: <ul style="list-style-type: none"> <li>Budget administration</li> <li>Fiscal planning</li> <li>KLX (Khalix)</li> <li>Budget change requests -- Transferring budget funds from one account to another</li> <li>Budget related personnel issues</li> <li>Departmental budget reports or administration</li> <li>Petty cash</li> <li>Travel and Entertainment Policy and Procedures</li> </ul>	Call us with questions about: <ul style="list-style-type: none"> <li>Purchasing card</li> <li>Allowed/disallowed purchases Requisitions (call Buyers)</li> <li>Technology purchases</li> <li>Equipment purchases</li> <li>Furniture/office supply purchases</li> <li>Travel Card</li> <li>Travel Agency Authorization Form</li> <li>Printing (X. 2621)</li> </ul>	Call us with questions about: <ul style="list-style-type: none"> <li>Invoice payment, vouchers (X. 2415)</li> <li>Expense report reimbursements (X. 2415)</li> <li>Tax (X. 8765)</li> <li>Incorrectly coded charges (X. 8789)</li> <li>Receiving funds (X. 2311)</li> </ul>					
<b>Other useful numbers</b>	<b>TRAX (PeopleSoft)</b> <a href="http://www.baylor.edu/trax">www.baylor.edu/trax</a>	<b>Payroll (X. 2217)</b> <a href="http://www.baylor.edu/Payroll">www.baylor.edu/Payroll</a>					
<ul style="list-style-type: none"> <li>Compensation and Benefits (X. 2218)</li> <li>Human Resources (X. 8539)</li> <li>Student worker questions (X. 8950)</li> <li>Sponsored Programs (X. 3817)</li> </ul>	<h2 style="margin: 0;">HOTLINE:</h2> <h1 style="margin: 0;">x8704</h1> <p><a href="http://www.baylor.edu/traxhelp">www.baylor.edu/traxhelp</a></p>	Call us with questions about: <ul style="list-style-type: none"> <li>Fraud</li> <li>Conflict of interest</li> <li>Other confidential financial issues</li> </ul>					
<b>Reading the TRAX Department Budget Summary Report</b>							
To get to this report from the main TRAX Menu: Budget → Online Inquiry → Department Budget Summary <b>Budget</b> – Amount budgeted in various accounts as of the date the report is run. Takes into account any BCRs that have been processed. <b>Requisition</b> – Amounts from any Requisitions that have not yet been turned into Purchase Orders for each account. <b>Purchase Order</b> – Amounts that have open Purchase Orders that have not yet been spent. <b>Actuals</b> – Amount spent from each account. <b>Balance</b> – Remaining amount to spend in each account (Budget less Actuals, Requisitions and Purchase Orders). <b>Department Code</b> – Your department’s unique budget department ID is listed at the top of this report. This is the number departments use to charge on campus expenditures such as copies from Baylor Duplicating Services.							
<b>Commonly used Budget Accounts (Accounts valid for the Purchasing Card are marked 'PC')</b>							
Personnel	Capital Items (97XX):		Operating Expenses (93XX):				
Baylor employee	91XX	Equip./Furn. > \$5,000	9705	Advertising	9303 (PC)	Postage	9359 (PC)
Student Wages	92XX	Technology < \$5,000 Technology > \$5,000	9756 (PC) 9706	Contract Services	9318	Repairs and Maintenance	9360
Grad. Student Stipends	9230	Equip. < \$5,000 (should last 2+ years)	9754 (PC)	Food Expense	9333	Student Recruiting	9367
<b>Budget Change Requests (BCR)</b>				Garbage Pickup	9336	Supplies	9370 (PC)
<ul style="list-style-type: none"> <li>To transfer funds from one account to another – fill out a BCR available from the Budget Office (x2663) or an online BCR in TRAX.</li> <li>BCR must include the following justification:                             <ul style="list-style-type: none"> <li>Why are funds needed?</li> <li>Why can decreasing account absorb loss?</li> </ul> </li> <li>Signatures required:                             <ul style="list-style-type: none"> <li>Transfers within 93XX and/or 97XX accounts – Approved by department head</li> <li>Transfers from 91XX or 92XX – Approved by Dean and Vice President</li> </ul> </li> </ul>				Custodial Services	9337	Duplicating / Copier Services	9371
				Honorarium & Professional Fees	9340	Printing	9372
				Reimbursed Expenses	934090	Telephone Expense	9376
				Guest & Entertainment	9342	Vehicle Cost	9380
				Housing	9343	Travel-individual	9382 (*)
				Personnel Recruiting	9357	Travel-group	9389 (*)
				Memberships	9358 (PC)	Misc. Oper. Exp.	9399
				* The purchasing card may not be used for Travel (9382/9389) except for conference and seminar registration fees.			
<b>General Guidelines for Financial Record Retention</b>							
<ul style="list-style-type: none"> <li>Budget documentation – current year plus three years previous</li> <li>Purchasing documentation (including purchasing card documentation) – five years</li> </ul>							

## Purchasing Guidelines Includes Services

**Less than \$5,000** – Use the Purchasing Card or online voucher (TRAX)

Exceptions:

- Travel expenses (Use the Expense Report. However, you can use the Purchasing Card or Voucher for conference / registration fees)
- Guest and entertainment (Use the Expense Report)
- Services (i.e. repairing something, use the Voucher)

**\$5,000 - \$25,000** – Use online Requisition (TRAX)

- Requires three written bids – record bid info in comment section on Requisition
- Must justify if not taking lowest bid – record justification in comment section on Requisition
- Keep written copies of bids in your files as back up

**\$25,000+** – Send specifications to Purchasing Office; they will secure bids as needed

- Must have specific Budget Office approval (the comments on the TRAX Requisition must indicate that proper departmental approvals are on file)

## Technology Purchases ([www.baylor.edu/purchasing](http://www.baylor.edu/purchasing) -- click on *Technology Procurement*)

- Purchases of computers and other digital equipment should be made through the *Technology Procurement Office* Web page.
- The *Technology Action Guide* will provide a step-by-step procedure on purchasing new and replacement computers and printers
- *Replacement computer* = old computer returned to Information Technology Services
- *New computer* = no computer returned to Information Technology Services, must be initiated by the Department Chair and approved by the Academic Dean (academic departments), Vice President or their designated representatives (administrative departments).

## Tips for Requisitions/Vouchers

- Describe items to be purchased completely – not just item numbers.
- Be sure to include justifications (**who, what, when, where, why** in comment section of Requisition) - Don't use acronyms
- If your Requisition takes more than 1 or 2 days to clear the Purchasing Office, make sure the Requisition has passed budget check and has been approved before calling.
- Send Voucher documentation to Accounts Payable -- The main reason vouchers don't get paid is because the Accounts Payable Office does not have the signed supporting documentation.
- To see a list of preferred suppliers: go to [www.baylor.edu/procurement/](http://www.baylor.edu/procurement/), look under *Purchasing*, and click on *Preferred Suppliers*.

## Disallowed Purchases

- Alcoholic beverages
  - Personal gifts to students or personnel
  - Departmental celebrations (i.e. birthdays) Acknowledgement for special days (Secretaries' Day, Bosses Day)
  - Receptions for terminations (unless official retirees)
  - Meals without a legitimate business purpose
  - Political contributions
  - Departmental refrigerators, microwaves, icemakers for employee use
- Note: Do not use departmental funds for funeral or hospital flowers. Contact the Purchasing Office (X. 1561)

## Travel and Entertainment ([www.baylor.edu/travel](http://www.baylor.edu/travel))

### Before your trip:

- Obtain written approval from your immediate supervisor.
- Please contact Sponsored Programs (X. 3817) for approval of grant travel.
- Download copy of Baylor's State Hotel Occupancy Tax Exemption from the travel website and present it to the hotel.
- If you plan to rent a vehicle, get your Department Head's approval.
- Use the Baylor Travel Card or your personal credit card for deposits or room reservations.
- First class travel will not be reimbursed.
- Travel advances are not issued for individual travel.

### During your trip:

- Keep all receipts for lodging, airfare, car rental and guests / entertainment. Also keep receipts for other travel expenses greater than \$35.
- Make sure receipts and hotel bills are itemized and document payment made.
- Meal costs must not exceed an average of \$35 a day.
- Use the least expensive parking at airports, hotels, conference centers, etc.
- Use University Calling card. For more information, call X. 3310.
- Rent a standard size vehicle.
- Public transportation will only be reimbursed when it is reasonable and justifiable (used for business purposes).
- Snacks cannot be reimbursed unless they substitute for a meal.

### After your trip:

- Download and e-mail an Expense Report to your approver within 15 days of return.
- Mileage reimbursement will be based on approved mileages and rates.
- Include original itemized receipts with hard copy of Expense Report.
- Do not approve your own Expense Report.
- Print and sign your Expense Report and have it approved by your immediate supervisor.
- For grant travel, supervisors should send Expense Reports to Sponsored Programs (X. 3817) for approval submission to Accounts Payable.

## Approved Travel Agencies ([www.baylor.edu/travel](http://www.baylor.edu/travel))

- |                           |                     |                           |                           |
|---------------------------|---------------------|---------------------------|---------------------------|
| • Travel Time             | X. 7483 or 776-4401 | • House of Travel         | X. 7487 or 776-2560       |
| • Waco's All About Travel | X. 7485 or 772-4531 | • Millennium Tours        | X. 7489 or 1-800-929-9330 |
| • Aladdin Travel          | X. 7486 or 753-2453 | • National Travel Systems | 1-877-717-7768            |

## Warning: Red Flags

- DON'T pay, or agree to pay, any "extra" payments (honoraria, gifts, bonuses, etc) to employees without going through the Payroll Office (X. 2217)
- DON'T make any repairs or improvements to buildings or university property without going through the Physical Plant office (X. 1361)
- DON'T let anyone start work without going through Human Resources (X. 8563)
- DON'T let a student start work without going through the Office of Academic Scholarships and Financial Aid (X. 8950)
- DON'T make any kind of payment to a foreign citizen without going through the Payroll Office (x. 2217)