

**BARNARD COLLEGE
PURCHASING AND EXPENDITURE POLICY
APPROVAL PROCEDURES**

	Purchase Orders	Check Requests for Vendor Payments	Check Requests or Travel/Expense Reports for Reimbursements (non Petty Cash)	Check Requests for Petty Cash Reimbursements	Mastercard Purchasing Card
Who Can Approve For 10 Fund?	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards. 2) No purchase will be processed by Purchasing if the 10 Fund does not have sufficient budget monies in the specific account charged. 3) Good & Services should always be charged to the appropriate object number.	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards. 2) No payment will be processed by Accts Payable if the 10 Fund does not have sufficient budget monies in the specific account charged. 3) Good & Services should always be charged to the appropriate object number.	1) Employee's Direct Supervisor or person designated by Direct Supervisor (i.e., Department Admin Asst**) 2) For the President, Vice Presidents and Academic Department Head, must be approved by the AVP for Finance. 3) No payment will be processed by Accts Payable if the 10 Fund does not have sufficient budget monies in the specific account charged. 4) Goods & Services should always be charged to the appropriate object number.	1) Initial Petty Cash Request must be approved by Department Chairperson. 2) Petty Cash Reimbursement must be signed by petty cash custodian.	1) Authorized Budget Officer 2) No payment will be processed by Accts Payable if the 10 Fund does not have sufficient budget monies in the specific account charged. 3) Goods & Services should always be charged to the appropriate object number.
Who Can Approve For 21 Fund?	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) AVP for Finance or Associate Controller - Financial Reporting	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) AVP for Finance or Associate Controller - Financial Reporting	1) AVP for Finance or Associate Controller - Financial Reporting	1) AVP for Finance or Associate Controller - Financial Reporting	1) AVP for Finance or Associate Controller - Financial Reporting
Who Can Approve For 11 & 24 Fund?	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards AND 2) AVP for Finance	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards AND 2) AVP for Finance	1) AVP for Finance	Not Applicable	1) AVP for Finance

** IF REIMBURSEMENT IS BEING MADE TO DEPARTMENT ADMIN ASSISTANT, HIS/HER DIRECT SUPERVISOR SHOULD APPROVE THE EXPENDITURE.