

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

	Purchase Orders	Check Requests for Vendor Payments	Check Requests for Reimbursements (non Petty Cash)	Check Requests for Petty Cash Reimbursements	Corporate Credit Cards (Not AMEX P-Card)
Who Can Approve For 0 Fund?	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards. 2) No purchase will be processed by Purchasing if the 0 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 0 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 Dept Heads, must be approved by the Controller 3) No payment will be processed by Accts Payable if the 0 Fund does not have sufficient budget monies in the specific account charged. 4) Good & 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 and initialed by Acctg Department.	1) Employee's Direct Supervisor or person designated by Direct Supervisor (i.e. Department Admin Asst) 2) For VP and President, must be approved by Controller.
Who Can Approve For 1 Fund?	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) Controller or Assoc. Controller-Financial Reporting	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) Controller or Assoc. Controller-Financial Reporting	1) Controller or Assoc. Controller-Financial Reporting		
Who Can Approve For 2 Fund?	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards AND 2) Controller	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards AND 2) Controller	1) Controller		

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