

**BARNARD COLLEGE**  
**COMPREHENSIVE PURCHASING AND EXPENDITURE POLICY**  
**APPROVAL PROCEDURES**  
 (Effective 1/18/05)

	<b>Purchase Order Payments</b>	<b>Check Requests for Vendor Payments</b>	<b>Check Requests for Reimbursements (non Petty Cash)</b>	<b>Check Requests for Petty Cash Reimbursements</b>	<b>Corporate Credit Cards</b>
<b>Who Can Approve For 0 Fund Payments?</b>	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards.	1) Appropriate Budget Officer or Authorized Individual indicated on signature cards.	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. 3) For Academic Dept Heads, must be approved by Budget Director.	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 Alex Polanco.	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.
<b>Who Can Approve For 1 Fund Payments?</b>	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) Asst Controller or Controller	1) Appropriate Grant Officer or Authorized Individual indicated on signature cards AND 2) Asst Controller or Controller	1) Asst Controller or Controller		
<b>Who Can Approve For 2 Fund Payments?</b>	1) Appropriate Budget Officer (?) or Authorized Individual indicated on signature cards AND 2) Budget Director or Controller	1) Appropriate Budget Officer (?) or Authorized Individual indicated on signature cards AND 2) Budget Director or Controller	1) Budget Director or Controller		

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