

# Project Budget Procedures

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1. Project Management Office (PMO)  
Organization
2. Project Budget
3. Purchasing
4. Asset Management – Base Funding
5. Financial Documents

# Project Organizations

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- ISSC Projects - **Org 5571**
- CIO Projects - **Org 5671**
- FOAPAL :
- 100000 – Org – Account – 1400 – Activity Code

**Project # = Activity Code**

- Signing Authorities (up to \$25K): Susan, PMO Manager, James
  - Over \$25K – CIO

## *A Project Charter is Approved with Funding*

PMO:

- Set Up Project in Banner (FAST) with Project Activity Code
- Allocate Funding – Submit Budget Adjustment Request (BAR) to Finance

# Budget Reporting

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**Monthly:** Spent – Committed – Available

- CCS Operations Review
- ISSC (Information Systems Steering Committee)
- Eclipse Portfolio Management System

*Financial Support: Susan Nesrallah, Sr. Program Coordinator*

**Requisitioner** - Fill Out Forms and Submit to Susan

- Make sure Invoices delivered to Susan

**Susan**

- Assign FOAPAL – Send to Purchasing
- Submit invoices to Accounts Payable

# Purchasing – P-Card

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## *Mandatory For Purchases Up To \$5K*

- **Requisitioner** Fills Out P-Card Requisition Form and Submits to James
- Obtain P-Card (VISA) # from James
- Requisitioner Purchases the Item/s – **Make sure to Acquire Receipt**
- James/Susan Complete Month-end Reconciliation

# Asset Management – Base Funding

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**ASSET:** An Item Costing Over \$5K with a Life Expectancy of 2 Years or Longer

- Asset Inventories are NOT Tracked by PMO
- Base Funding for Maintenance & Support Contracts are not covered
- Base Funding is the responsibility of the Functional Unit/Department

## Maintained by PMO:

- Purchase Requisitions (PR)/Purchase Orders (PO)
- Contracts/Professional Agreements
- Invoices
- Cheque Requisitions (CR)/Internal Charge Backs (ICB)
- Budget Adjustment Requests (BAR)
- Journal Voucher Requests (JV)
- Expense Tracking on Individual Projects