Project Budget Procedures

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

- 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
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

December 2015
**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: 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