ABBREVIATIONS USED:

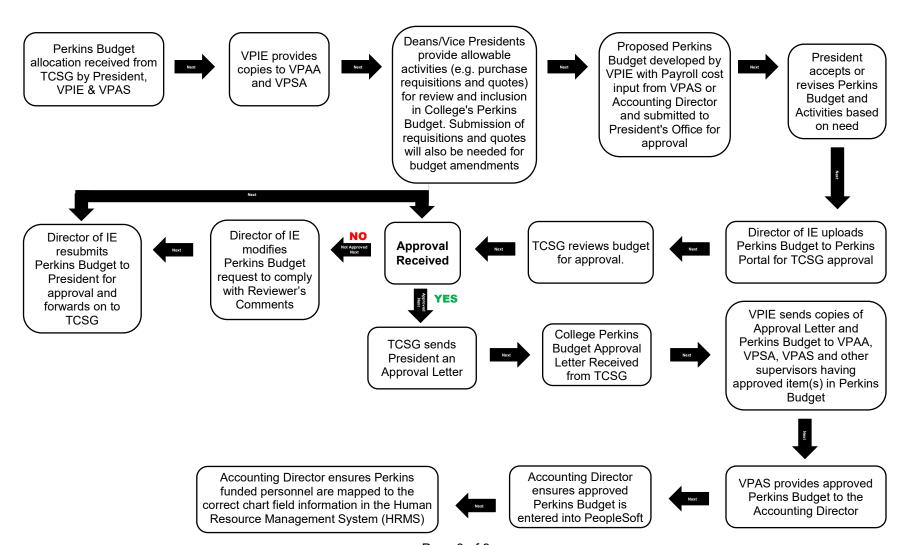
TCSG = Technical College System of Georgia

VPAS = Vice President for Administrative Services

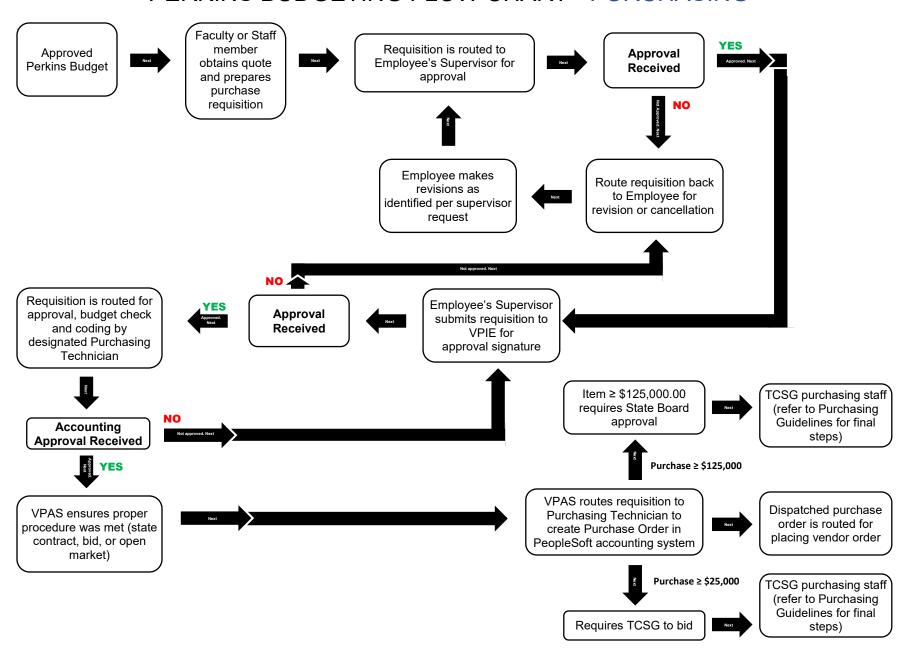
VPAA = Vice President for Academic Affairs

VPIE = Vice President for Institutional Effectiveness VPSA = Vice President for Student Affairs

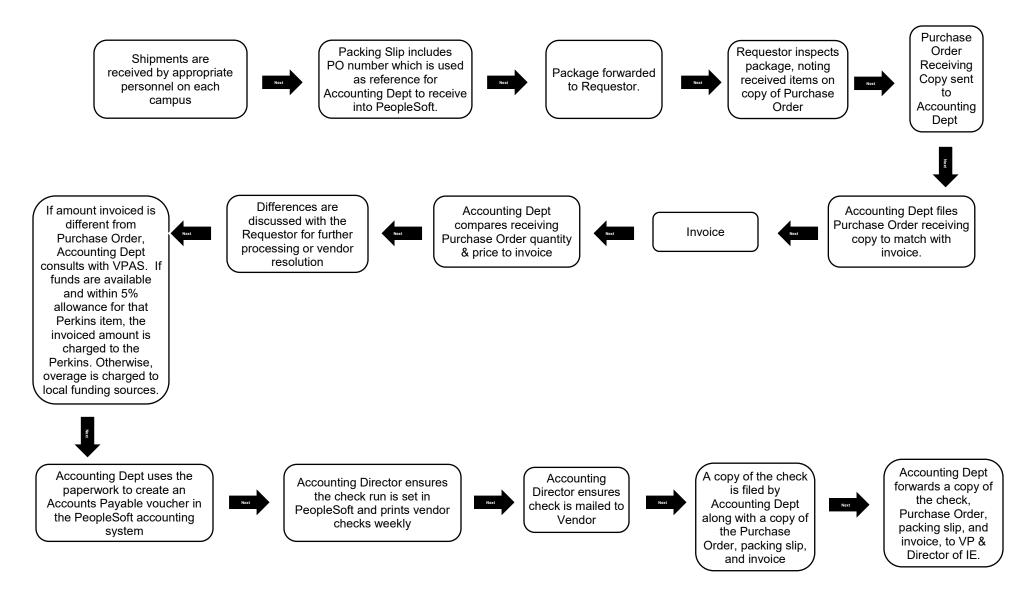
SOUTHERN REGIONAL TECHNICAL COLLEGE PERKINS BUDGETING FLOW CHART



SOUTHERN REGIONAL TECHNICAL COLLEGE PERKINS BUDGETING FLOW CHART - PURCHASING



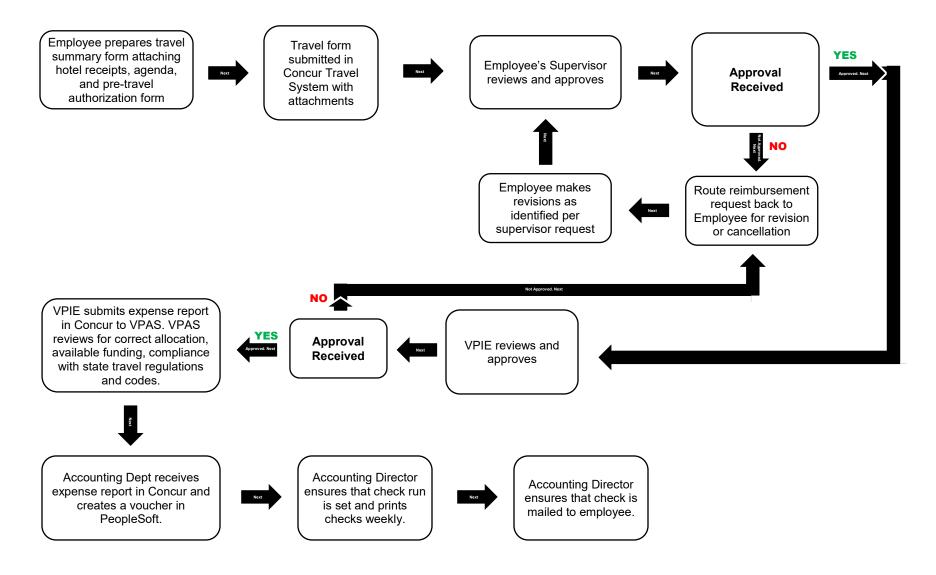
SOUTHERN REGIONAL TECHNICAL COLLEGE PERKINS BUDGETING FLOW CHART - ACCOUNTS PAYABLE



SOUTHERN REGIONAL TECHNICAL COLLEGE

PERKINS BUDGETING FLOW CHART - ACCOUNTS PAYABLE

(TRAVEL REIMBURSEMENT)



SOUTHERN REGIONAL TECHNICAL COLLEGE PERKINS BUDGETING FLOW CHART - RECONCILING

A detail of expenses is provided monthly by the Accounting Dept to the VPIE for review.



The VPIE reviews the detail of expenses and requested expense estimates monthly to ensure requested items will not exceed allocated Perkins funds, and to gauge potential need for Perkins Budget amendment.



Director of IE prepares any amendments necessary to ensure requested items are approved and budgeted prior to purchase, and to spend excess Perkins funds by fiscal year end.



Return to Budget Procedures.

SOUTHERN REGIONAL TECHNICAL COLLEGE

PERKINS BUDGETING FLOW CHART - EQUIPMENT INVENTORY

Requisition is routed to Purchasing to create purchase order in PeopleSoft accounting system.



Items charged to account #616xxx and 72xxxx are flagged in PeopleSoft by Purchasing as assets.



The Accounting
Dept reviews vouchers weekly
that are associated with Purchase
Orders flagged as assets.



The Accounting Dept pulls those paid vouchers over to PeopleSoft Asset Management for recording into asset records.



The Accounting Dept reconciles expenses on the General Ledger to the asset records monthly and coordinates a physical inventory every two years.



The Accounting Dept places the assigned decal on the piece of equipment, and takes photos/videos of the equipment, tag, and location.



The Accounting Dept issues green inventory decals to the custodian and records the decal # associated with the asset into asset records.



The Accounting Dept forwards photos/videos of the equipment, tag, and location to Director of IE.

SOUTHERN REGIONAL TECHNICAL COLLEGEPERKINS BUDGETING FLOW CHART - REVENUE

Revenue is recorded on a reimbursement basis.



The Accounting Director Reviews labor reports and Accounts Payable query monthly to identify reimbursable expenses.



The Accounting Director ensures that a monthly cash draw is requested for reimbursable expenses and is submitted to TCSG for payment.



The Accounting Dept records a receivable from TCSG and revenue using the cash draw request as documentation.



VPAS ensures that Accounts Receivables are reconciled monthly.



TCSG deposits payment into the College operating account each month. The Accounting Dept applies payment to the receivable.