Disbursement Voucher Process with Sufficient Funds Checking

Initiator (College/Unit/Department)

- Initiate Disbursement Voucher (DV) and enter accounting line

Organization Administrative Reviewer

- Review accounting lines - Approve Edoc

Account Approver (FO or Delegate)

- Approve
  - Less Than $5,000?
    - Yes
    - No

Organization Reviewers

- Org Reviewer #1
  - Contract or grant account?
    - Yes
      - OSP Review & Approve
    - No
- Org Reviewer #2
  - Greater than $20,000?
    - Yes
      - Org Reviewer #3
    - No

OSP

- OSP Review & Approve

Purchasing

- Vendor OK to Pay on a DV?
  - No
    - Contact Department to create a Requistion
  - Yes

Accounts Payable

- Review for sufficient supporting documentation, tax treatment, vendor address, payment terms.
- AP Manager review

KFS

- KFS posts entry: Debit Expense Credit: Accounts Payable
- KFS posts entry: Debit: Accounts Payable Credit: Cash

End

1. Change the account to another that may have sufficient funds and can also be used for the expense.
2. If this account must be used - initiate a budget adjustment, move other expenses for the account, or close purchase orders to release encumbrances for future expense that will not be incurred.