

K-State Student Union

Coding Expenses for Payment Procedures

1. Stamp the invoice or receipt with the Union's "APPROVED" stamp.
 - a. For register-tape receipts (ie. Wal-Mart, etc.), securely tape the receipt to copy paper. Stamp the copy paper with the "APPROVED" stamp.
 - b. "APPROVED" stamps cost \$60/each and should be ordered through Business Services.
2. The "APPROVED" stamp should be completed as follows:
 - a. DATE: Date the expense was authorized for processing (This may not be the same as the date the expense was incurred).
 - b. AMOUNT: Total amount of the authorized expense.
 - c. AUTH. INIT.: Employee who is authorized to approve the expense (generally the department head).
 - i. Do not authorize expenses for other departments. Route the bill or receipt to the incurring department for authorization. For more information, refer to *Incurring expenses for another department process*.
 - d. TERMS: For credit card purchases, indicate "CC"; otherwise leave blank.
 - e. DEPT.: Name or initials of the department incurring the expense (Ex. HR).
 - f. ACCT. CODE: 4-digit expense account number.
 - i. Need a cheat sheet of operating expense codes? Contact the business services department.
 - g. AMOUNT: Cost to be expensed to the specific account.
 - h. TOTAL: Total amount expensed when adding all expenses from the AMOUNT columns. This total should also match the AMOUNT at the top of the APPROVED stamp.
 - i. If a purchase is made on a company credit card, include whose card was used (Ex. Willie Wildcat's credit card)
 - j. Include information to justify the expense
 - i. Example: "Cat whisker cleaner for Willie Wildcat mascot head"
 - ii. For event expenses, include name and date of event (Ex. 7/22/21 Directors' Dialogue)
 - iii. If a meal was purchased, provide name(s) of individual(s) who ate the meal.
3. Once the invoice or receipt is properly coded and authorized, it should be routed to Business Services for payment processing.
4. Coding questions should be directed to the Union Comptroller.

Example:

APPROVED

K-STATE STUDENT UNION

DATE 7-7-21 AMOUNT 18.63
 AUTH. INIT. CD TERMS CC

| DEPT. | ACCT. CODE | AMOUNT |
|--------------|------------|--------------|
| HR | 7230 | 13.66 |
| HR | 7220 | 4.97 |
| | | |
| TOTAL | | 18.63 |

willie Wildcat's credit card

Cat whisker cleaner for mascot head
Bottled water for 7-22-21 HR meeting