SESWPS FISCAL PROCESSES
Faculty
IUE, UERC, Berkley employees

General Information

Before purchasing any supplies/materials, making any travel arrangements, or spending University funds from any source and in any capacity, you must work with your Department Chair/Center Director and/or your Department/Center OSA.

Department/Center	Chair/Director	OSA
Berkley Child & Family Development Center	Polly Prendergast	Monica Houston
Dean's Office	Sara Helfrich	Katherine Hawk
Educational Leadership, Policy and Foundations	Maria McCarther	Nancy White
Institute for Urban Education	Jennifer Waddell	Nisha Adhikari
Psychology & Counseling	Kym Bennett	Kathleen Chartrand
Social Work	Steve Onken	Heidi Updike
Student Services	Brad Martens	Katherine Hawk
Urban Education Research Center	Eric Camburn	Kazi Amin
Teacher Education and Curriculum Studies	Louis Odom	Connie Fischer

Do not reach out to FinServices or other member of UMKC Finance. Your OSA will reach out for assistance as needed.

Respond to your OSA in a timely manner if they send you a request for more information.

Travel

Submit a Business Travel Pre-approval Request and obtain approval for travel prior to making any travel arrangements or purchases. This is routed directly to your supervisor. You will need to submit this approval to your OSA when requesting reimbursement/payment (forward them the approval email you receive).

Submit receipts related to your travel to your OSA within **7 days** of returning to Kansas City. If you attended a conference, business meeting, or similar, include a copy of or link to the meeting agenda to confirm dates, location, and included meals.

For those individuals that request mileage reimbursements on a regular basis, these requests must be submitted **monthly**. **Mileage reimbursements submitted after the close of the Fiscal Year (June 30) will <u>not</u> be reimbursed.** Any request for mileage reimbursement that is part of a larger travel request (e.g., driving to a conference) should be included as part of the request with other travel-related receipts (within 7 days of your return to Kansas City).

Software and Hardware Purchases

For all software purchases:

1. Send a specific request to your OSA
2. Your OSA will work with FinServices and UMKC Software; your OSA will reach out to you if there are questions or concerns
3. Do **not** purchase any software on your own
4. Software **cannot** be auto-renewed

For all hardware purchases:

1. Send a specific request to your OSA
2. Your OSA will work with FinServices and UMKC Hardware; your OSA will reach out to you if there are questions or concerns
3. Do **not** purchase any hardware on your own
4. All hardware purchases using funds from any UMKC account are the property of UMKC

Non-travel Related Purchases

Obtain approval from your Chair/Director prior to purchasing **any** materials or supplies.

Do not purchase any materials prior to sending the information to your OSA. They work to receive approval, at which point they will either make the purchase on your behalf or tell you that you can make it.

When requesting materials/supplies, send the following details to your OSA:

- Details of purchase (what and why)
  - If purchasing materials/supplies, weblinks to the items are helpful
  - Itemized list with costs
- Funding source (MOCode if known; OSA can help)
- PS account (OSA can provide)

Meals must be estimated and submitted for pre-approval **before** they occur. Meals must serve a business purpose.

> Note: The Dean's Office will gain pre-approval and process reimbursement related to meals that are part of the SESWPS mentoring program and faculty/staff searches. All itemized receipts should be sent to Katherine Hawk.

All receipts must be submitted to your OSA within **7 days** of the purchase. Meal receipts must be itemized and cannot include alcohol.

Contracts

Contracts **must** go through the Contract Portal; Katherine Hawk is the contact person. There is no one in SESWPS with signature authority for contracts/service agreements or consulting agreements. Any contract signed and submitted to the vendor by a SESPWS employee will not be valid. Reach out to Katherine (katherine.hawk@umkc.edu) with questions.