SESWPS FISCAL PROCESSES
OSAs and Other Support Staff

Purchases & Reimbursements

Email FinServices (seswpsfinservices@umkc.edu) with all pre-approval requests, questions, etc. Someone is monitoring this account at all times to ensure a timely response. Emailing an individual could result in a delay.

Pre-approval from Fin Services **is not** required prior to travel. System approval **is** required prior to travel. FinServices approval is required prior to any payment being made.

Mileage reimbursements must be submitted **monthly** for fiscal pre-approval. Mileage reimbursements submitted after the close of the Fiscal Year (e.g., May travel submitted in July) will **not** be reimbursed.

Meals should 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.

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.**

Include all required information **directly in the body of the email**. If the request is missing information, if it includes a link to the information, or if it directs the reader to locate the information in an email chain, **it will be sent back**. Required information includes:

- Details of purchase (what and why)
- Total amount of purchase
- Funding source
- PS account

Include all necessary documentation when you submit a request. This might include receipts, order estimates, or other supporting emails.

If you have prepared a spreadsheet link that contains details of what you're purchasing, a copy of that spreadsheet **must** be attached in Peoplesoft.

Notes on Software and Hardware Purchases

For all software purchases, the following steps must be followed:

1. Faculty member reaches out to OSA about software
2. OSA reaches out to FinServices for approval
3. OSA contacts UMKC Software https://www.umkc.edu/is/resources/software.html with all necessary information
4. The UMKC Software team takes everything from there (approving on their end, purchasing and billing, etc.)

Note: Software **cannot** be auto-renewed.

For all hardware purchases the following steps must be followed:

1. Faculty member reaches out to OSA about hardware and accessories
2. OSA reaches out to FinServices for approval (Note: If you need to work with UMKC Hardware to get costs, please make sure you get Fin Services approval **before** telling them to proceed with the purchase)
3. OSA reaches out to UMKC Hardware https://www.umkc.edu/is/resources/hardware-purchasing/ with all necessary information
4. The UMKC Hardware team takes everything from there (approving on their end, purchasing and billing, etc.)

Notes on MoCodes and PS Accounts

The MoCode spreadsheet is a listing of all **active** MoCodes at SESWPS. It has been updated (as of 8/6/25) and made more user-friendly so you can filter your department and get only those MoCodes that roll up to your department/unit. If you believe you have other **active** MoCodes that are not on this list, please let Debbie know. This spreadsheet also makes it easy to review your MoCodes. If you see one that is currently active and shouldn't be, please let Debbie know.

The list of PS accounts (updated as of 8/6/25) includes descriptions provided by system along with some notes to help you determine which PS account to use.

It is your responsibility to familiarize yourself with MoCodes and PS accounts to make informed recommendations to your Chair when making purchases.