

**College of Engineering Business Service Center
Scope of Services - Finance**

Process Name	Requestor Responsibility	COE BSC Responsibility	Central Office Responsibility
Travel & Expense <ul style="list-style-type: none"> • Travel Authorization • Expense Report/Reimbursement 	<ul style="list-style-type: none"> • Traveler secures approval and/or funding • Traveler provides documentation of approval/funding and travel details • Chair Approves Travel Authorization • Traveler secures travel bookings 	<ul style="list-style-type: none"> • Verify funding source • Setup new vendor/proxy as required • Create Travel Authorization • Assist with travel bookings/purchases • Create travel expense report • If needed create travel advance 	<ul style="list-style-type: none"> • Review and approve expense report for payment • Review and approve travel advance
Procurement <ul style="list-style-type: none"> • Rowdy Exchange Catalog Orders • Rowdy Exchange Non-Catalog Orders • Bids • Check Requests • Procard • Business Contracts – service, participant, speaker 	<ul style="list-style-type: none"> • Received purchased items • Send invoice and/or receipt to BSC for payment • When necessary use department Procard to make short term notice purchases • Reconcile Department Procard • Submit request for Business Contract to BSC 	<ul style="list-style-type: none"> • Receive notification from faculty/PI/department for purchase and finalize funding source • Complete Purchase • Initiate payment and submit supporting documentation • Conduct initial audit for allowability 	<ul style="list-style-type: none"> • Finalize Requisition to Purchase Order • Complete bid process • Process Procard Payment • Finalize & Sign Business Contracts •

Tuition and Scholarship Support	<ul style="list-style-type: none"> • Determine Awards • Provide awardee information to BSC (awardee name, amount, account, term of award) • Send award notifications to awardee 	<ul style="list-style-type: none"> • Complete SNOA forms 	<ul style="list-style-type: none"> • Admissions and Scholarships will post awards to student accounts
Deposits	<ul style="list-style-type: none"> • Administrative staff receives cash & prepares deposit slips 	<ul style="list-style-type: none"> • BSC finalizes deposit slips • Delivers deposit to fiscal services 	<ul style="list-style-type: none"> • Process deposit
Candidate Support/Honorarium Processing	<ul style="list-style-type: none"> • Arrange travel and accommodations • Have candidate complete contract as provided by BSC • Send documentation to BSC (completed forms, itemized receipts & itinerary or announcement) 	<ul style="list-style-type: none"> • Verify funding • Review and finalize documentation • Process Non-PO voucher for payment 	<ul style="list-style-type: none"> • Finalize contract • Finalize payment
Financial Reporting	<ul style="list-style-type: none"> • Submit requests to BSC for financial reports including information needed and frequency of reporting • Submit backup documentation within 3 business days of Procard use 	<ul style="list-style-type: none"> • Monthly financial reconciliation of all cost centers and sponsored projects • Departmental Financial reports, monthly, quarterly and ad hoc reports as requested • College financial reports monthly, quarterly and ad hoc reports as requested. 	<ul style="list-style-type: none"> • Distribution of MFR's • Distribution of Monthly Payroll Reports • Distribution of Scholarship, Fellowship, Stipend and Tuition Payment reports • Distribution of Gift Report