

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

AUX-824

POLICIES AND PROCEDURES GOVERNING THE RECONCILIATION OF THE LAB SCHOOL LUNCHROOM CLAIM REIMBURSEMENT

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for the reconciliation of the Lab School Lunchroom Claim Reimbursement in a timely manner. This policy sets forth guidelines to ensure that the reconciliation of the Lab School Lunchroom Claim Reimbursement is submitted and monitored timely to ensure compliance with university regulations.

OVERVIEW

The Financial Compliance and Budget Management Section of the Comptrollers Office have the vested responsibility for the financial administration of preparing the reconciliation of the Lab School Lunchroom Claim Reimbursement for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office function as the financial liaisons funding agencies, project directors the faculty, staff, and other campus administrative offices.

DEFINITION

None.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Financial Compliance and Budget Management through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Financial Compliance and Budget Management.

DUTIES AND RESPONSIBILITIES

The Accountant within the Comptroller's Office is responsible for the preparation of the reconciliation of the Lab School Lunchroom Claim Reimbursement. The steps required for processing are outlined below.

PROCEDURES FOR PREPARING THE RECONCILIATION OF THE LAB SCHOOL LUNCHROOM CLAIM REIMBURSEMENT:

1. The Lab School Lunchroom Manager prepares the claim for reimbursement report and input the data into the computer to Department of Food and Nutrition.
2. The Accountant signs on to the Food Nutrition Website for the Online Claim for Reimbursement (must have password to access) or contacts the Lab School Lunchroom Manager. The Accountant will see the data and amount requested for payment.
3. The Accountant checks the website to see if data has been added for the month and to see the status of the payment.
4. The Accountant checks with the Receivable Management Specialist to see if a wire transfer has come in.
5. If payment is not in, the Accountant checks with the Lab School Lunchroom Manager.
6. When payment is in, the Accountant checks the system to see if recorded in book.
7. A schedule is kept on the payment for the month.

NOTE: This is due on the 20th of each month.

- ☐ Approved
- ☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

- ☐ Approved
- ☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration