

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

FC-301

STEP BY STEP PROCEDURES FOR PROCESSING FRS CHECKS

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for processing checks, pur's and sessions in a timely manner. This policy sets forth guidelines to insure that the processing of checks, pur's and sessions prepared timely and in compliance with university, state and federal regulations, policies and procedures.

OVERVIEW

The Financial Control Section of the Comptrollers Office has the vested responsibility for the financial administration to process checks, pur's and sessions for the Baton Rouge Campus. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons between funding agencies, project directors, the faculty, University staff, and other campus administrative offices on financial matters related to processing of checks, pur's and sessions.

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 General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager and the Associate Vice Chancellor for Financial Operations and Comptroller.

DUTIES AND RESSPONSIBILITIES

The Administrative Coordinator III within the Comptroller's Office is responsible for daily processing of check, pur's and sessions. The steps required for processing are outlined below.

Log on to E-print, print current days FBD 018 report for checks processed. Checks are delivered each morning along with 4 system void checks and check transmittal. Agree voided checks, and first and last check numbers to transmittal. Write date of check on the 1st voided check in left corner and last check number on top right corner of check. Checks along with check transmittal are transmitted to Operational Auditing. Agree checks for Board/System, Baton Rouge, Law and Agriculture campuses to FBD 018 report for Bank 30. Pull all checks which are \$500,000.00 or more these checks require manual signatures and are transmitted after reconciling process is complete for signing by System President and the System Vice President for Finance and Business & Comptroller.

Process checks through check signer and check sorter.

Sort checks by campus and batch type. Law Center and Agriculture checks are placed in file drawer for pickup by campus personnel. Representative receiving checks should sign log book before checks are released. Send copy of checks that are crossed batched to other campuses. Also a note is written on check stub referencing campus and check number is circled on Summary of Invoices Certified for Payment form.

Complete Summary of Invoices Certified for Payment form:

Sections labeled Bank Account Number#; Check Numbers; Date of Checks and Total Number of Checks should be completed by Financial Control.

- ☐ 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