



Electronic Submission Policy & Procedure

Purpose: The purpose of this policy and procedure is to facilitate the electronic work requests (budget transfers and change orders) that are submitted to the EVC business office. The implementation of the electronic submission process allows for an increase in efficiency for the requests submitted to the EVC Business Services Office while allowing the process to be user friendly.

Overview: The EVC campus will be able to electronically submit department and division budget transfers and change orders to the EVC Business Office email address. The submittals will be distributed into outlook folders based on the subject line of the email to be worked by the Business Office staff members assigned per the Business Office Supervisor (Director and/or VPAS). The Business Office staff member will be responsible for completing the work order in order to ensure efficiency and accuracy of all work orders. The Business Office staff member will also be responsible for all correspondence between himself/herself and the campus work order initiator to ensure all supplemental documentation is present in order to complete the work order.

Email Address for Electronic Submission: EVC.BusinessServices@evc.edu

Table for Electronic Submission Purpose and Codes:

<u>Purpose</u>	<u>Code</u> <i>(subject line of email)</i>
Budget Transfer within Fund 10 account	BT Fund 10
Budget Transfer within Fund 17 account	BT Fund 17
Budget Transfer within all accounts that are not Fund 10 or Fund 17	BT Other
Change Order within Fund 10 account	Change Order Fund 10
Change Order within Fund 17 account	Change Order Fund 17
Change Order within all accounts that are not Fund 10 or Fund 17	Change Order Other

Legend for Policy:

<u>Reference</u>	<u>Meaning</u>
Initiator	Person, department, or division submitting work order (Budget Transfer, Change Order, or Requisition)
Business Office Representative (BOR)	Staff member within the EVC Business Services Office assigned to complete the work order and communicate with department in order to complete work order as needed (Staff Accountant, Account Technician, Business Services Supervisor/Director)

Electronic Submission Procedure

Process and Pathway:

1. The initiator submits Budget Transfer/Change Order/Requisition to the EVC Business Office using the EVC.BusinessServices@evc.edu email address and using the pre-determined code (listed above) in the subject line.
2. The subject line of the email should identify the purpose of the work order by utilizing the codes aforementioned.
 - Review codes from page 1 of this document in order to identify the correct code to utilize
3. The BOR will review the work order as it comes into their designated folder/que to ensure all needed documents are included and accurate.
4. If there are incomplete documents or inaccurate documentation accompanying the work order, the BOR will contact the initiator using the EVC.BusinessServices@evc.edu email address in order to obtain the needed documents and provide guidance to the initiator on which documents are needed.
 - The initiator should not contact the BOR via their personal EVC email account but should utilize the EVC.BusinessServices@evc.edu email address for all correspondence pertaining to their work order

Reference

- The utilization of an electronic submission system will allow there to an electronic version of all requests submitted to the Business Office in order to reduce lost documents and to increase efficiency. As such, all requests will be available or archived as needed.

Authorization Needed

- All Deans/Director/VPs have to sign off on all electronic submissions in order to be processed
- The initiator should send an email request along with all associated documentation to their Dean/Director/VP for approval
- The Dean/Director/VP will then forward the email with the request along with their “approval” to the EVC.BusinessServices@evc.edu to be processed

Points of Note

- All emails must be forwarded with approver’s acknowledgment in order to be processed
- An instructional video for the Electronic Submission process can be found on the EVC Business Services webpage at the following link:
<http://www.evc.edu/discover-evc/administrative-services/business-services>