Evergreen Valley College Business Services

Administrative Services

Nuts and Bolts

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EVERGREEN VALLEY COLLEGE

Overview

- ❏ **Chart of Accounts**
- ❏ **Budget Transfer**
- ❏ **Requisition Flow Chart**
- ❏ **General Guidelines**

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Chart of Accounts

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

Fund: Type of funding source

Location: Campus

Cost Center: Department/Where did you spend the money?

User: Specific grant or source

Object Code: What did you buy?

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Fund

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

Fund: Type of funding source
10 – General Unrestricted Fund
15 – Facilities Rental
16 – Fee Based Course
17 – Grants / Categorical
18 – Health Services

Note: Do not transfer across funds. Budget must stay within the specific fund.

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Location

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

Location: Campus	
1x – San Jose City College 　　11 – Current Year 　　15 – Prior Year	4x – SJECC Extension (Milpitas) 　　41 – Current Year 　　45 – Prior Year
2x – Evergreen Valley College 　　21 – Current Year 　　25 – Prior Year	9x – District Wide/ District Services/ CCEM

Note: Do not transfer across locations. Budget must stay within the location.

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Cost Center

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

Cost Center: Department/Program/TOP-code	
0501 – General Business	6075 – Accreditation
1500 – English	6120 – Library
2205 – History	6050 – Division of Natural Sciences
4903 – Humanities	6200 – Admissions & Records

Tips: (Cost Center Ranges)
Instructional: 0000 – 5999
Non-Instruction: 6000 – 9999

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User

Fund	Location	Cost Center	**User**	Object
XX	XX	XXXX	XXXXX	XXXXX

User: Specific grant or source
00000 – Dummy Activity Suffix (use for Fund 10)
1xxxx – Federal Funding Source
2xxxx – State Funding Source
3xxxx – Local Funding Source

These are restricted funds and are uniquely identified by the District Office. These are typically grant funds (Fund 17) that require reporting and have their own respective rules and guidelines.

DO NOT transfer across user.
Budget must stay within the specific user.

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Object

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

Object Code: What did you buy?
51XXX – Academic Salaries
52XXX – Classified Salaries
53XXX – Fringe Benefits
54XXX – Books, Supplies and Software
55XXX – Contracts and Services (ICC, Services, etc.)
56XXX – Capital Assets (Instructional/non-instructional equipment/furniture, etc.)
57XXX – Other Outgoing (Student direct aid, grants, etc.)

Note: In Fund 10, you cannot move salaries & benefits to your discretionary accounts.

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Budget Transfer

Fund	Location	Cost Center	User	Object
XX	XX	XXXX	XXXXX	XXXXX

- ❖ **Cannot** transfer across Funds
- ❖ **Cannot** transfer across Locations
- ❖ **Cannot** transfer across Users

CAN transfer across:
cost centers and **obj. code.**

- ❖ Budget Transfer must **balance**
- ❖ Budget Transfer **cannot** create a negative balance

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Budget Transfer Guidelines

❖ Budget Transfer are submitted through Adobe Sign

➤ Login through sso.sjeccd.edu

➤ Adobe Sign

- Start From Library

- Workflows

- Search for "EVC"

- ACT-007-EVC Budget Transfer (BT) Form

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Budget Transfer Guidelines

Requestor

Budget Manager

Business Services Reviewer

- Fund 10 & Fund 18 = Thang Vu
- Fund 17 Business & Workforce = Jia Tu
- All other Fund 17 = Hoa Pham

Business Services Signature

- Prefilled to Business Services Supervisor, Saloshni Chand

ACT-007-EVC Budget Transfer (BT) Form

How this workflow works?
Enter instruction for sender...

Recipients

Requestor Signature*

[Enter recipient email]

Budget Manager Signature*

[Enter recipient email]

Business Services Reviewer*

[Enter recipient email]

Business Services Signature*

Saloshni.Chand@evc.edu

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Requisition Flow Chart

Initiator & CC Manager

- Obtains or receives a quote from the prospective vendor

- Confirm budget availability and submits budget transfer if necessary to Business Services

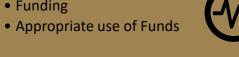- Verify that the vendor has an Vendor ID number in our system. If not, request via email from vendor:
  - W9
  - Business Enterprise Certification (BEC) Form

- Initiate Requisition in Colleague (REQM) or Self-Services using the vendor ID

- Email quote and other supporting document to Manager and Business Services for approval

Business Services

- The Business Services Supervisor validates Requisition. Check for:
  - Accounting number
  - Funding
  - Appropriate use of Funds

- For Computer Equipment, forward Req. to CTSS/ITSS for District Standards

- If APPROVED, Business Services will forward Req. and documentation to Purchasing

- If REJECTED, Business Services will return Req. and documentation to Initiator/Manager with feedback

Purchasing

- Reviews document package received from the Business Services Supervisor

- Establishes a Purchase Order (PO) or Blanket Purchase Order (BPO)

- Send copies of PO/BPO via email to:
  - Vendor
  - Initiator
  - Campus Business Services
  - Warehouse (if applicable)

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General Guidelines
Things to look for in:

- **Budget Transfers:**

  - Is the budget transfer balanced?

  - Are there different funds, locations, and users within the budget transfer?

  - Does the specific line have sufficient budget to make the transfer?

  - Does the budget string tell a story based on the short description?

- **Requisition Approvals:**

  - Are you able to identify the type of requisition? PO/BPO

  - Does the requisition fall within purchasing regulations and also meet document requirements?

  - Does this procurement fall within the funding sources allowable(s)?

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Questions

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