

FINANCIAL MANAGEMENT SOLUTIONS (FMS) QUICK REFERENCE FINANCIAL TRANSACTION MATRIX

<u>TYPE</u>	<u>FMS PROCESS</u>
Non-Employee Compensation	Submit <i>Request for Purchase Order</i> form in advance. Complete <i>New Vendor Data forms</i> for new vendors. Submit <i>Non-Employee Compensation Quick Invoice</i> form or vendor invoice when services are complete.
Office Depot Office Supplies	For other than standard stocked office supplies, submit <i>Request for Purchase Order</i> form in advance. Budget & Operations will place on-line order.
Subscription Renewal	Submit <i>Request for Purchase Order</i> form in advance. Complete <i>New Vendor Data forms</i> for new vendors.
Class Supplies/Equipment	Submit <i>Request for Purchase Order</i> form in advance. Complete <i>New Vendor Data forms</i> for new vendors. Request blanket purchase order for recurring purchases from same vendor.
Travel	Complete new <i>Travel Expense Report</i> form on white paper. Travel reimbursements must be submitted within 30 days of travel.
Airfare	After approved, make airline reservations/arrangements with Millstream Travel, Bowling Green. Using Millstream greatly simplifies the purchase and payment process. Contact Budget & Operations for details.
Conference Registration	Submit <i>Request for Purchase Order</i> form in advance. Complete <i>New Vendor Data forms</i> for new vendors.
Business Entertainment Expenses	Complete new <i>Business Entertainment Expense</i> form. For authorized business expenses only.
Institutional Membership	Submit <i>Request for Purchase Order</i> form in advance. Complete <i>New Vendor Data forms</i> for new vendors.
Appropriation Transfer Expense Transfer	Submit request in writing to Budget & Operations for processing.