

Scope of Services - Financial

Process Name	Department/Requestor Responsibility	HCaP BSC Responsibility
Travel & Expense <ul style="list-style-type: none"> • Travel Authorization • Expense Report/Reimbursement 	<ul style="list-style-type: none"> • Traveler secures approval and/or funding • Traveler provides documentation of approval • Chair approves Travel Authorization in PeopleSoft • Traveler/Department secures travel bookings • Traveler submits appropriate travel receipts to BSC 	<ul style="list-style-type: none"> • Verify funding source • Setup new vendor/proxy as required • Create Travel Authorization in PeopleSoft • Create travel Expense Report in PeopleSoft • Create travel advance, if needed
Procurement <ul style="list-style-type: none"> • Rowdy Exchange • Bids • OneCard • Business Contracts 	<ul style="list-style-type: none"> • Identify items and submit request to BSC • Physically receive purchased items • Submit invoice and/or receipt to BSC for payment • Use OneCard for special event purposes • Submit backup documentation within 3 business days of OneCard use • Submit requests and documentation for Business Contracts to BSC 	<ul style="list-style-type: none"> • Process requisitions/purchase orders in Rowdy • Complete purchasing process • Initiate payment and submit supporting documentation • Conduct initial audit for allowability
Tuition and Scholarship Support	<ul style="list-style-type: none"> • Determine awards • Provide awardee information to Dean's office • Send award notifications to awardee • Complete SNOA form (Dean's office/Non-BSC Staff) 	
Candidate Support/Honorarium Processing	<ul style="list-style-type: none"> • Arrange travel and accommodations • Communicate with candidate for documentation • Submit documentation to BSC 	<ul style="list-style-type: none"> • Verify funding • Review and finalize documentation • Process Non-PO voucher for payment
Financial Reporting	<ul style="list-style-type: none"> • Submit requests to BSC for financial reports, including information needed 	<ul style="list-style-type: none"> • Monthly financial reconciliation of all cost centers and sponsored projects • Departmental Financial Reports, as requested