Cash Disbursements Cycle at-a-glance

STEP#1

If required, the SBI Accounting Office forwards the *Voucher & Purchase Order* package to the Administrative Designee for approval.

STEP#2

The SBI Accounting Office determines if the payment is for a purchase of capital equipment or depreciable property:

Is this a capital expenditure? → **YES**

Has the student government/client completed the required Capital Expenditure Requisition(s)?

YES | **NO**

NO

NO → **Voucher / PO** package is returned unprocessed to the student government/client

STEP#3

The SBI Accounting Office determines if the payment is being made to a vendor that is subject to IRS "1099" regulations:

Is this a "1099" vendor? → **YES**

Has a valid TIN form been received from the vendor?

YES | **NO**

NO

NO → **Voucher / PO** package is held in the **SBI** SBI Accounting Office until a valid **TIN form** is received from the vendor.

STEP#4

The SBI Accounting Office checks the designated appropriation budgetary account to make sure funds are available and account will not be over-expended:

Is this the correct account, and are funds available? → **NO**

NO → **Voucher / PO** package is returned unprocessed to the student government/client

YES

STEP#5

The SBI Accounting Office issues a *check* to the vendor/payee

STEP#6

The SBI Accounting Office determines if a deposit or advance payment is necessary:

Is this a deposit or advance payment? → **YES**

YES → **Check** must be picked up by a responsible individual who must sign a statement guaranteeing the submission of valid vendor documentation and/or the return of unused cash

NO

Valid vendor documentation submitted and/or unused cash returned

STEP#7

The SBI Accounting Office sends a blue *Accounts Payable Voucher* to the student government/client as verification that the *check* has been issued

CYCLE COMPLETED, NORMALLY WITHIN 24 TO 48 HRS