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4.01 **SUBJECT: BUDGET PREPARATION**

**RESPONSIBILITY**

*Associate Athletic Director for Internal Operations*

1. Send out budget request memo with any applicable supporting documents, in conjunction with the university budgeting process, to each unit director and head coach.

2. Develop budget revenue projections including:
   a. Football and basketball gate receipts;
   b. Football and basketball guarantees;
   c. Football and basketball TV;
   d. Football and basketball faculty tickets;
   e. Advertising;
   f. S & A fees;
   g. Contributions;
   h. University support;
   i. Student tickets;
   j. Royalty and concession revenues;
   k. Miscellaneous.

3. Develop recommended expenditure summary from budget requests.

4. Compile final budget draft for approval by the athletic director and the university administration.

5. Disseminate approved budget allocations to head coaches and unit directors.

*Coach/Unit Director*

1. Complete the budget request summary and worksheets as required.

2. Meet, as requested, to provide justification or clarification for budget request.

**4.01A SUBJECT: BUDGET CONTROL**

**RESPONSIBILITY**

*Director of Business Operations*
1. Supervise timely preparation of monthly printouts updating each area's budgetary expenditures.

Coach/Unit Director

1. Review monthly budget printout updating expenditures and University mainframe BALANCES system.
   a. Notify Director of Business Operations of any errors or questions.

2. Monitor budget to ensure that spending patterns are within allocated budget limits.

4.02 SUBJECT: CASH HANDLING

Refer to University Business Policies and Procedures (BPPM 30.53).

RESPONSIBILITY

Employee

1. Restrictively endorse back of each check as soon as received.

2. Immediately enter on Receipt Log Sheet or D-receipt. The Receipt Log Sheet can be used for checks and bankcards only.

3. Issue a separate receipt for all cash transactions. When collecting a receipt other than via mail, always issue a D-receipt or cash register receipt to payer.

4. For credit card deposits, complete sales slip, obtain authorization number from bank, bundle sales slips and submit to the business office with one calculator tape that agrees to total.

5. When funds on hand equal $100.00 or at least once a week, submit funds with D-receipts, cash register tapes and receipt log sheet(s) to the business office for deposit.
   a. Total of all receipts should agree with funds.
   b. Bundle and attached two calculator tapes of checks.
   c. If sufficient quantity, wrap coins and indicate department name and zip code on wrapper and sign.
6. Copy all information of deposit for your records. Also, maintain schedule (Excel file) of deposit records that agrees with deposits taken to business office. This may be needed later when the business manager reconciles revenue.

7. Safeguard all cash and checks in a locked drawer in your area until submitted to the business office. Never leave funds unattended.

8. If depositing Canadian funds, translate to US dollars before collecting. Be sure the payer provides a sufficient Canadian payment to meet what is required in U.S. dollars. Contact Seattle First National Bank at 334-4000 for the exchange rate.

**Business Office**

7. Review deposits as they arrive for compliance with cash handling policy. Prepare Cash Deposit Report (two signatures) and review all information to verify proper completion of the D-receipts, Receipt Log Sheets and calculator tape attached to checks. Notify business manager if any discrepancies.

8. Maintain schedule on Excel of deposits sent to cashiers by the business office. This schedule should include date of deposit, source of deposit, D-receipt or receipt log sheet number and budget/project.

9. Maintain file that includes copies of all departmental deposits and backup information.

10. Submit to cashier’s office at least weekly or when funds equal $100.00.

11. Secure undeposited funds in safe within business office.

12. Maintain supply of D-receipts (DR) or Receipt Log Sheets (RLS) from cashier’s office for issue to staff as requested.

13. Maintain log of DRs and RLSs issued and track as they are used or voided. Cross reference with schedule of deposits and investigate, resolve and document any missing forms.
14. Keep departmental staff up to date on any changes in WSU cash handling policy.

15. Review deposit file in the business office to verify two signatures have been obtained on the Cash Deposit Reports. Investigate and resolve non-compliance.

16. Review reconciliation (prepared by camp administrators) of summer camp revenue with registration records. Document findings and report to Director of Business Operations.

17. Supervise and collect funds for all summer camp registrations at time of camper check in.

18. Maintain inventory of cash registers and issue (making sure employee is aware of the proper use) to areas as needed for various events.

19. Follow up on any discrepancies or problems with cash handling including processes, systems, banks, etc.

4.03 SUBJECT: EXCELLENCE ACCOUNT RECEIPTS/PURCHASES

Funds donated to or fundraising proceeds for specific sports or departments are designated as excellence funds and are to be expended at the discretion of the coach or unit director with the approval of their direct supervisor under the following guidelines:

1. The use of excellence funds must benefit Washington State University, must fall within the donor’s intent for the gift, and must be compatible with public review for appropriateness.

2. All disbursements made must have written explanations and justification suitable for auditing purposes (see Excellence Account Request Form).

3. For expenditures that are NOT allowable see University Business Policies and Procedures (BPPM 70.33).

RESPONSIBILITY

Coach/Unit Director

1. Receipts: Submit Excellence Account Request Form to direct supervisor for approval of any fund raising event. Whenever monies are received, all cash handling procedures should be followed. Monies from fundraising events should be routed through the business office for processing. Donations should be sent through the Athletic Foundation to insure the donor receives acknowledgement and credit.
2. **Purchases:** Check with business office to see if funds are available. Submit Excellence Account Request Form with the description, cost, etc. to direct supervisor for approval.

**Direct Supervisor**

1. Approve or deny request for fundraising activity.

**Business Office**

1. Receive approved Excellence Account Request Form for expenditures.

2. Process purchases from excellence accounts following University purchasing procedures.

3. Monitor account balances of each excellence account. Process transfers to/from excellence accounts, as necessary.

4. Deposit fundraising proceeds into appropriate excellence fund.

5. Forward any donations received for excellence funds to the Foundation for processing.

**Unit Employee**

1. Follow appropriate cash handling procedures for any monies received.

### 4.04 SUBJECT: PURCHASES OF GOODS AND SERVICES

The University has several different methods for purchasing goods and services. The appropriate method is dependent on the item(s), the cost, and the vendor. The business office and/or the equipment room are responsible for coordinating all purchases for goods and services.

Purchases up to $2,500 do not require a bid, and may be completed with the department’s vendor of choice.

Purchases, including purchases utilizing excellence funds, **over $2,500** must be processed through the University bid procedures.

**Note:** The cost of shipping and taxes must be included when calculating the purchase price.

**RESPONSIBILITY**

**Director of Equipment Operations**

1. Receive requests from coaches for sports’ specific equipment, uniforms, etc.

**Business Office**
1. Receive requests to purchase other equipment and supplies from coaches, administrators, and other staff.

**Responsible Unit** (above)

1. Evaluate purchase request for reasonableness and to see if allowable per state, University, NCAA, ad Pac-10 regulations. If the amount is over $2,500 or there are any questions about the purchase, contact the Associate Athletic Director for Internal Operations for review and/or approval.

2. Determine which of the following purchasing procedures to follow and provide appropriate paperwork to purchaser:

   a. **Blanket authorization** - under $800, must have blanket authorization on file with University Purchasing Office.

   b. **Departmental Requisition Form** - over $2,500 (Note: also, used for purchases under $2,500 when vendor does not accept department orders.)

      - Receive returned bids from the purchasing office and direct them to athletic department purchaser for review.
      - Notify the purchasing office to proceed with the order once the vendor has been selected.

   c. **WSU Interdepartmental Requisition and Invoice Form (IRI)** - on campus departments only.

   d. **Invoice Voucher** - any vendor (including personal reimbursement).

   e. **Department Order** - under $2,500.

   f. **Purchasing Card** - under $2,500

3. Receive invoice from vendor or employee, code for payment, obtain authorized signature, copy for the file, and forward original to accounts payable for payment.

4. Receive receiving report from employee, review, copy for file, and forward to receiving and delivery.

5. Periodically (at least annually in May), review existing blanket authorizations which need renewed. If due to expire, determine if they are still needed. If necessary, contact vendor for new price quotes and submit departmental requisition to purchasing office for renewal.
**Purchaser**

1. Before requesting purchase, obtain approval from area supervisor.

2. If an item is expected to be in excess of $2,500 (including tax and shipping) notify business office **BEFORE** placing the order.

3. Provide business office or Director of Equipment Operations with specific requests for equipment and supplies.

4. Review bids as necessary if purchase is over $2,500. Contact the vendor regarding any questions. Select vendor according to University regulations in conjunction with responsible employee for expenditure type.

5. If the purchase involves goods or services for student-athletes, contact compliance office for approval. For an occasional home meal, information such as date, location, and those in attendance must be provided to the business office and compliance office in advance (see Athletic Policy, Section 06.08).

6. Upon purchase, obtain receipt from vendor and return to business office within two working days. Sign and print your first and last name on the receipt.

7. Upon receipt of goods obtained by purchase order via receiving and delivery, list items received on the receiving report, which will accompany shipment, and forward to business office.

**Senior Associate Athletic Director and/or Associate Athletic Director for Business Operations**

1. Review requests for purchases over $2,500. Review with the administrative staff as necessary.

2. Inform business office and requesting staff member of approval or denial of purchase.

**4.04a SUBJECT: PURCHASING CARDS**

Refer to University Business Policies and Procedures (BPPM 70.08).

**RESPONSIBILITY**

**Employee**
1. Authorized Athletic department employee may check-out from the Athletics business office a purchasing card assigned to their respective unit/sport. The cardholder is responsible and accountable for all purchases made. Individual cardholders must complete training in purchasing card procedures conducted or authorized by the WSU Purchasing Office prior to being issued a card.

2. Purchases of goods and services during the normal course of business are subject to normal University limitations. All receipts for these purchases must be submitted to the Athletics business office within two days of purchase.

3. Payment for expenses related to team travel and local recruiting meals including team meals, snacks, nutritional supplements, ground transportation, vehicle rental, emergency airfare and other incidental expenses may be paid for using the purchasing card provided they are allowable by University, State and NCAA regulations. All receipts for these purchases must be submitted to the Athletics business office within two working days of return from travel status.

4. All purchases must be supported by an itemized receipt or invoice that includes vendor name, amount of purchase, date of purchase, itemized description of items purchased, list of attendees for meals/events, and additional justification/explanation if required.

5. Consequences for improper use of a purchasing card may include a written warning from Purchasing, suspension of the card, report of infractions to appropriate administration and/or the Internal Auditors Office, employee termination and/or criminal prosecution.

6. Report any lost, stolen, or misplaced cards to the Business Office and Purchasing Department immediately. (Any inappropriate charges that are placed on the missing card will be monitored and placed in dispute.)

Business Office

1. Schedule or provide adequate training to those individuals in the department that will be using the purchasing cards.
2. Check-out purchasing cards to authorized individuals. Maintain records of purchasing card ‘check-outs’ and ‘check-ins’.

3. Review and code charges to purchasing cards daily. Verify that all required receipts/invoices have been submitted within two days of the purchase or two days of return from travel status whichever is applicable.

4. To be retained as a department log of purchasing card transactions, screen print the transactions once they’ve been reviewed and coded.

5. Reconcile the monthly purchasing card statement to the department log within ten days of receipt of the statement.

6. Forward reconciliation, department log, and supporting receipts/invoices to department authorized signature for final review and approval.

7. Retain the reconciliation, department log, and supporting receipts/invoices for six years following the end of the current fiscal year. These are the official University record.

8. Purchasing cards are to be kept in a secure area at all times for safekeeping. During normal business hours, the cards may be stored in a locked drawer or file cabinet. Every night, the cards will be locked in the Business Office safe.

9. Report any lost, stolen, or misplaced cards to Purchasing immediately. Any inappropriate charges that are placed on the missing card will be monitored and placed in dispute.

10. Note: The business office may settle payments to hotels used during team travel after reviewing for appropriateness. Teams in travel status MAY NOT use the purchasing card for hotel rooms.

4.04b SUBJECT: RECEIVING EQUIPMENT AND UNIFORM ORDERS

RESPONSIBILITY

Director of Equipment Operations
1. Receive equipment/uniforms delivered to athletics from receiving and delivery. A copy of the receiving report accompanies the order.

2. Inventory the shipment to confirm accuracy of the order.

3. Note any missing items. Payment will not be authorized until all items are delivered.

4. Enter the new equipment in the computer inventory file.

5. Inform coaches of equipment/uniform arrival.

6. Return the receiving report to receiving and delivery and authorize payment to the vendor.

**Coach**

1. Meet with the Director of Equipment Operations to confirm accuracy of the shipment.

**4.05 SUBJECT: PAYMENT OF OFFICIALS**

**RESPONSIBILITY**

**Principal Assistant to Sr. Associate Athletic Director**

1. Receive assignment for men and women's basketball, volleyball, baseball, and football officials from the Pac-10 officiating supervisors.

   a. Check for accuracy, sign and return to the Pac-10.

   b. Prepare invoice vouchers and forward to Controller's Office for check preparation. Pick up checks prior to game, check for accuracy and forward to Director of Event and Facility Operations for distribution.

2. Receive assignments from the Director of Event and Facility Operations for volleyball line judges and soccer officials.

   a. Check for accuracy, prepare invoice voucher and send to Controller's Office for payment either directly to the association or to the volleyball line judges or soccer officials.

3. Process invoice vouchers itemizing fees, per diem, and travel for payment of other sport's officials. Forward vouchers to Controller's Office for payment.
4. Prepare memorandum for other authorized game personnel and forward to accounting supervisor-payroll for payment.

**Director of Event and Facility Operations**

1. Receive checks from Principal Assistant for Sr. Associate Athletic Director for Pac-10 assigned sports. Distribute checks prior to each event to football, volleyball, baseball, and men and women's basketball officials.

2. Coordinate direct billing for volleyball line judges and soccer officials through appropriate local official’s associations.

3. Coordinate direct billing for tennis officials.

4. Coordinate billing for all other officials as needed.

5. Provide list of other game personnel, with appropriate stipends to be paid, to the Principal Assistant to Sr. Associate Athletic Director for processing.

**Media Information Office**

1. At the end of each sports season, provide a list of official game personnel (announcer, scorer, statisticians, timer, etc.), with appropriate stipends to be paid, to the Principal Assistant to Sr. Associate Athletic Director for processing.

**4.06 SUBJECT: REQUEST FOR CHECK (REVOLVING FUND)**

**RESPONSIBILITY**

**Business Office**

1. Receive Request for Check Form from athletic department employee. Checks may be written from the revolving account for the following items:
   a. Mileage and/or host money for high school and junior college recruits;
   b. Team travel;
   c. Team entry fees for **emergencies** only;
   d. Emergency express mail payment;
   e. Vacation meal money;
2. To claim reimbursement, prepare invoice vouchers with proper documentation. Deposit unexpended cash when cash on hand reaches $100.


4. Prepare monthly bank reconciliation.

5. Prepare monthly report for items not reimbursed. Forward a copy to the Associate Athletic Director for Internal Operations and the Controller's Office.

**Employee**

1. Use the revolving fund when it is not practical to process payment through regular University channels. The appropriate uses of the **revolving fund** are listed above.

2. Complete the Request for Check Form for the necessary cash and submit to the business office.

3. Return all receipts and unexpended cash to the business office within 2 working days after the travel or transaction is completed.

**4.07 SUBJECT: MEAL AUTHORIZATIONS FOR RECRUITS, CANDIDATES AND OTHER OFFICIAL BUSINESS**

Pullman restaurants extend WSU Athletics the courtesy of charging meals for recruits and student hosts while on campus for official visits as well as meals for candidates for employment and their hosts.

**RESPONSIBILITY**

**Employee**

1. Request Meal Authorization Form from business office.

2. Complete form as required including obtaining signature from restaurant representative.

3. Return pink copy of Meal Authorization Form along with receipt to the business office.

**Business Office**

1. Provide Meal Authorization Form as requested by department personnel for recruiting and business purposes.

2. Receive completed pink copy of form along with restaurant receipt from staff member.

3. Reconcile pink form and receipt with restaurant charges.
4. Process restaurant payment through Controller’s Office.

4.08 SUBJECT: TEAM TRAINING CAMP/VACATION PERIOD EXPENSES

RESPONSIBILITY:

Coach

1. Request student-athlete per diem from compliance office seven days in advance. **NOTE:** One meal per day must be a team meal, therefore no per diem will be given for that meal.
   a. Forward completed Request for Check Form to the business office and Vacation Meals & Room Form to the compliance office.
   b. Have student-athletes sign Vacation Meals & Room Form upon receiving per diem and return signed form to business office immediately.

2. If eating team meals off-campus, request an invoice voucher from the business office for the vendor of your choice. Present the invoice voucher prior to ordering, have vendor sign and return to business office.

3. If eating team meals on-campus, request an IRI from the business office, or make arrangements for food service to bill the athletic department directly.

Compliance Office

Review completed Vacation Meals & Room Form submitted by coach. Vacation Meals & Rooms Form

   a. Confirm with housing and dining office all University dining halls opening and closing times.
   b. Verify eligibility of student-athletes on list.
   c. Verify dates and amounts requested.
   d. Verify one team meal per day is requested.
   e. During summer break, verify no student-athlete listed on form is receiving summer school room and board.

Approve Vacation Meals & Rooms Form and forward to business office.
Student-Athlete

1. If receiving per diem, sign the Vacation Meals & Room Form for the amount of money received.

Business Office

1. Receive per diem Request for Check Form from coach and Vacation Meals & Room Form from compliance office.
   a. Verify accuracy of amount requested not to exceed that allowed.
   b. Cut check from revolving fund.
   c. Distribute check and Vacation Meals & Room Form to requesting coach.
   d. Receive completed Vacation Meals & Room Form from coach. Prepare invoice voucher and route through Controller's Office to reimburse revolving fund.
   e. Deposit reimbursement checks and/or monitor deposits of reimbursement checks made by the Controller's Office into revolving fund.

2. Receive request for off-campus meals.
   a. Prepare appropriate paperwork per coach’s request, for example: invoice voucher, departmental order, or Meal Authorization Forms.
   b. Receive signed invoice voucher from the vendor or coach.
   c. Route invoice voucher through controller's office for direct payment to vendor.

3. Receive request for on-campus meals from coach. Prepare IRI and obtain authorized account signature. Supply coach with completed IRI.

4.09 SUBJECT: TRAVEL CHARGE CARDS

A University employee who travels on official business more than once a year should request a state travel charge card. The state requires that only items directly related to business travel may be purchased with the card, since there is no annual fee and a minimal credit check. The corporate cardholder is personally liable for the account. If a problem is encountered with using the travel charge card, contact the Purchasing Office at 335-3541.
RESPONSIBILITY

Employee

1. Obtain a Travel Charge Card Application on-line or from the business office.

2. Complete application and submit to the business office.

3. The card is to be used only for expenses directly related to University travel.

4. Keep receipts of all purchases.

5. Submit Travel Expense Voucher (see Athletic Department Policy, Section 14) for reimbursement of expenses.

6. Upon receipt of Travel Charge Card statement, submit payment for all purchases. Payment of the credit card monthly billing is the responsibility of the employee.

Business Office

1. Provide eligible employee with Travel Charge Card Application. Verify information on application is correct and get authorized signature.

2. Forward completed application to the University Purchasing Office.

SUBJECT: COURTESY VEHICLE

The WSU Athletics Department courtesy vehicle program has been established to assist the department in better utilizing its limited transportation dollars and to meet marketplace competition for coaches and selected staff members. The program is conducted in accordance with NCAA and Pac-10 rules and all applicable state laws and regulations.

The vehicle shall be used by the driver named in the Letter of Agreement for business use as an athletic department staff member and for personal use. Such personal use may include the use of the vehicle by the driver’s spouse, but may not include the use of the vehicle by the driver’s children or any other person. Personal use of the vehicle is considered taxable income and is reported to the Payroll Office as part of the driver’s employment compensation.

RESPONSIBILITY

Employee

1. Keep in contact with the dealer/donor in order to maintain courtesy vehicle relationship. Contact your dealer via phone, e-mail, or regular mail once every 2-3 months. At least once a year send them some type of apparel from your program. If possible, offer to take them to lunch or dinner once every 6 months. Invite them to any special events or banquets your team hosts.
2. Upon approval, contact Assistant Athletics Director for Annual Giving to arrange pickup of courtesy vehicle.

3. Maintain mileage logs for business miles, including purpose of trip and number of miles traveled for each trip. An accurate monthly mileage log is necessary for accurate calculating and reporting of the driver’s taxable income. Mileage log sheets are available on the Athletic Department’s website or from the business office. **NOTE:** Miles driven from residence to work ARE NOT business miles.

4. Obtain and maintain, at their own expense, property and liability insurance with a minimum per occurrence amount of $300,000. WSU and the donor/dealer must be listed as additional insured on such policies.

5. Pay for required vehicle license.

6. Pay all applicable state use taxes, Social Security taxes, income taxes, Medicare taxes, and any other taxes in connection with the donation of the vehicle.

7. Provide for repairs and maintenance not covered by factory or dealer warranty, including servicing the vehicle regularly (lube, oil, filter, etc.) to manufacturer’s specifications. When returning your vehicle to the dealer make sure it is clean, and repair any damages beyond normal wear and tear.

8. Contact business office to obtain a University Chevron card. This card is to be used for all gasoline purchases for the courtesy car including both business and personal. The business office will bill for reimbursement of gas purchased for personal use based on mileage logs submitted by driver.

9. Notify business office when vehicle is to be traded in for new courtesy vehicle.

10. If an accident occurs, notify your insurance company, dealer, and business office with all information as soon as possible.

11. Turn in Monthly Mileage Log at the end of the month to business office.

12. Submit payment for quarterly billing for personal gas purchases to business office within 15 days of invoice receipt.
**Business Office**

1. Prepare courtesy vehicle program Letters of Agreement as necessary.

2. Maintain courtesy vehicle files with signed Letter of Agreement.

3. Maintain courtesy vehicle spreadsheet with pertinent information.

4. Provide Athletic Foundation, ticket office and State Auditor with necessary courtesy vehicle information.

5. Receive completed Monthly Mileage Log from courtesy vehicle program participant.

6. Subtract beginning miles from ending miles. Add all business miles. Subtract from total miles to determine total personal miles.

7. Route to administrative staff supervisor for signature.

8. Prepare quarterly billing for personal mileage at .09 per personal mile.

9. Notify Asst. Director of Athletics for Business Operations if driver has not submitted payment for quarterly billing within 30 days.

10. At the end of the calendar year, provide payroll with a detailed spreadsheet outlining personal miles and leave value for taxable income purposes.

**Athletic Foundation**

1. Identify and solicit new dealerships to the program as necessary.

2. Provide gift documentation to Advancement Services for dealer donation credit.

3. Monitor dealer benefits to be certain dealers receive all benefits associated with program participation.

4.10 **SUBJECT:** CHEVRON GAS CARDS

**RESPONSIBILITY**

**Non Courtesy Car Employee**

1. Request Chevron card from business office.
2. Use Chevron card to purchase gas for official business only.

3. Use of Chevron card for gas in a personal vehicle is in lieu of claiming mileage.

4. Submit gas receipts to business office upon return to campus. Receipts should indicate the destination, miles driven, and purpose of trip.

**NOTE:** Failure to submit the required supporting documentation above may result in the entire gas bill being reported as personal income.

5. Use of Chevron card for gas for a department vehicle eliminates the requirement for submission of receipts.

6. Report lost card to business office immediately.

**Courtesy Car Participants**

1. Refer to Athletic Department policy on Courtesy Cars.

**Business Office**

1. Receive request for Chevron card from employee.

2. Verify that employee has been authorized by their unit to receive a Chevron card.

3. Log out Chevron card and issue to employee.

4. Receive Chevron card monthly billing.
   a. Check billing for charges other than for gas.
      
   b. Contact employee for explanation if any non-gas charges appear on billing and note of explanation on billing.

   c. Verify employee is not a courtesy car participant and a receipt has been turned in for each charge. Also, verify the receipt includes destination, mileage and purpose of trip. Note and follow-up on any exceptions.

   d. Code Chevron billing and prepare an Excel worksheet for payment.

   e. Obtain an authorized signature on worksheet and submit to Controller’s Office for payment.
4.11 SUBJECT: BUDGET RENTAL CAR CARDS

RESPONSIBILITY

Employee, If Eligible

1. Request Budget Rental Car card from business office.

2. Budget Rental Car card is to be used for rental of vehicles on official business only. Charges to this card are billed directly to WSU Athletics and should not be submitted for reimbursement on your travel expense voucher.

3. The Budget Rental Car state contract, T356300, covers insurance on all Domestic U. S. vehicle rentals. Do not purchase extra insurance on rentals at all participating locations. The Global Travel agents can tell you if a location participates in the State contract and if you need to purchase insurance. Only contract rates include the insurance, so even if a promotional rate seems lower, remember you will be required to purchase insurance with it and the cost may then become more than the contract rate. Do not pay airport concession fees or any other fees that are not tax or bond issued related.

4. Submit completed receipt to business office upon return to WSU. If budget and project is different than your regular travel budget and project, indicate the correct coding on your receipt.

5. Notify business office of lost or stolen cards immediately.

Business Office

1. Receive request for Budget Rental Car card from employee.

2. Verify that employee is eligible to receive a card.

3. Log out credit card and issue to employee.

4. Receive Budget Rental Car card monthly billing.
   a. Review billing for excessive charges.
   b. Code Budget Rental Car billing and prepare an Excel worksheet for payment.
   c. Obtain authorized signature on worksheet and submit to Controller’s Office for payment.
5. Notify Controller’s Office of reported lost or stolen card immediately.