

Approver Responsibilities

Business Services → Accounting / Purchasing / Pcard / Payables / Student Accounts

It is Macalester College policy that Department Chairs, Line Officers and Department Managers are responsible for their departmental budgets and financial transactions.

Responsibilities include:

- Approving
 - Journal entries
 - Purchase requisitions
 - Pcard expenditures
 - Petty cash reimbursements
 - Payable invoices
 - Employee reimbursements
 - Honorariums
 - Travel expenses
 - Deposits (cash, credit card and checks)
- Tracking budget
- Verifying debarred vendors are not engaged when procuring equipment over \$25,000 from federal grants
 - Refer to [GSA](#) search tool to verify

Approving includes verifying:

- Expenditure is appropriate
- Money is available in budget
- Correct FOAPAL, paying close attention to account code
- Original receipts and documentation are attached
- Original invoices (not copies) are submitted for payment
- Forms are complete and valid descriptions are included.
 - Refer to [IRS pub 463](#) for travel & entertainment reporting

Tracking budget includes:

- Reviewing budget reports
- Investigating unknown transactions
- Initiating journal entries
 - Corrections
 - Funds transfer

Need assistance?

Call

6567	Tracy Arndt	Banner Finance training
6551	Kathy Johnson	Online requisitions and online approval training
6577	Nancy Eastham	Advanced Banner questions and new FOAPAL set up

Please notify Kathy Johnson, Purchasing and Accounts Payable Manager at 6551, or johnsonkl@macalester.edu if your approver status changes. Refer to [“Approvals Authorization for Finance”](#) form.