



Administration and Finance

Policy No: 3105

Policy Name:

Miscellaneous Disbursements

Effective Date:
July 1, 2009

Policy:

The Department of Financial Services will process miscellaneous transactions for payment that are not subject to standard State procurement procedures, and comply with University of Maryland, Baltimore (UMB) and State of Maryland policies.

Revision Date:
N/A

Definitions and Terms:

Approved by:
Marc E. Wasserman
Director
Financial Services

I. PUR02

Method established in the UMB financial system to process transactions for payment that are not considered to be in accordance with standard State procurement procedures.

Approval Date:
July 1, 2009

II. e-Z UMB Payment

Method established to process certain transactions (honorarium, stipend, study participants, and individual meal reimbursements).

Refer Questions to:
Manager
Accounts Payable
410-706-2931

Purpose:

Provide a mechanism for processing those transactions that are not considered to be part of standard procurement procedures.

Scope:

All valid disbursements that are not considered to be part of the State procurement procedures.

USM Board of Regent's
Policy Reference:
N/A

Restrictions and Exclusions:

I. PUR01 and working fund transactions.

II. Transactions considered unacceptable by the State of Maryland General Accounting Division, which include but are not limited to the following: flowers, gifts, alcohol, parking or moving violations, parties, and catered meetings that include only University employees.



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Related / Impacted Policies:

- I. State of Maryland General Accounting Division Accounting Procedures Manual.
- II. Administration and Finance Policy No. 3332- Purchase of Food Services and Reimbursement for Meals.
- III. Administration and Finance Policy No. 3331-Travel Policies and Procedures.
- IV. Administration and Finance Policy No. 3312-Payments to Foreign National Independents Contractors.

Procedures:

Requisition

- I. Departments complete a requisition using the PUR02 process in the University financial system.
- II. Departments attach supporting documentation to the requisition.
- III. Departments approve the requisition.
- IV. Departments submit approved requisition with documentation to Quality Assurance to be reviewed for available funds and proper accounting.
- V. Quality Assurance submits the requisition with documentation to Procurement Services for review.
- VI. Procurement Services will reject a PUR02 that is determined by them to be a standard State procurement.
- VII. Procurement Services completes and sends the purchase order with documentation to Accounts Payable.
- VIII. Accounts Payable enters the transaction into the University financial system for processing to pay.
- IX. Accounts Payable sends the documentation to the State of Maryland for payment.



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e-Z UMB Payment Request Form

- I. Departments complete an e-Z UMB Payment Request Form (limited to stipends, study participant payments, honorarium payments, and reimbursements to individuals for meals).
- II. Departments attach supporting documentation to the form.
- III. Departments approve the form.
- IV. Departments submit approved form with documentation to Accounts Payable
- V. Accounts Payable submits the form with documentation to Quality Assurance for review of available funds and proper accounting.
- VI. Quality Assurance completes its review and sends the form with documentation to Accounts Payable.
- VII. Accounts Payable will review and reject any form submitted with documentation that does not support the intended use submitted on the form.
- VIII. Accounts Payable will review and reject any form submitted with both boxes checked as "No" for U.S. citizen and "Yes" for work performed inside U.S. (refer to Administration and Finance Policy 3312-Payments to Foreign National Independent Contractors).
- IX. Accounts Payable enters the transaction into the University financial system for processing to pay.
- X. Accounts Payable sends the documentation to the State of Maryland for payment.

Responsibilities:

- I. Schools, Departments or Divisions
 - A. Complete requisition or form.
 - B. Attach required documentation.
 - C. Obtain department approval.



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- II. Quality Assurance
 - A. Review transaction for available funding.
 - B. Review supporting documentation for proper accounting treatment.
- III. Procurement Services
 - A. Review transaction for adherence to State procurement procedures.
 - B. Complete a purchase order.
- IV. Accounts Payable
 - A. Review documentation for intended use.
 - B. Process transactions in accordance with State of Maryland requirements.
 - C. Forward documentation to State of Maryland General Accounting Division for payment.

Forms:

e-Z UMB Payment Request Form (Instructions)