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** → The SBI Accounting Office determines if the payment is being made to a vendor that is subject to IRS "1099" regulations:
  - **NO** → **Voucher / PO** package is returned unprocessed to the student government/client
- **NO** → The SBI Accounting Office determines if the payment is being made to a vendor that is subject to IRS "1099" regulations:

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** → The SBI Accounting Office checks the designated appropriation budgetary account to make sure funds are available and account will not be over-expended:
  - **NO** → **Voucher / PO** package is held in the **SBI** SBI Accounting Office until a valid **TIN form** is received from the vendor.
- **NO** → The SBI Accounting Office checks the designated appropriation budgetary account to make sure funds are available and account will not be over-expended:

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** → **Voucher / PO** package is returned unprocessed to the student government/client
- **YES** → The SBI Accounting Office issues a *check* to the vendor/payee

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** → **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 → Valid vendor documentation submitted and/or unused cash returned → The SBI Accounting Office sends a blue *Accounts Payable Voucher* to the student government/client as verification that the *check* has been issued
- **NO** → The SBI Accounting Office sends a blue *Accounts Payable Voucher* to the student government/client as verification that the *check* has been issued

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