

Accounting & Financial Services - Temporary Processes and Procedures

Senior Vice President for Finance and Administration

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This message is being sent on behalf of Brad Compton,
Associate Vice President for Finance & Controller

Campus Community,

As the University navigates responses to the COVID-19 pandemic, the campus community should be aware of temporary administrative changes necessary for business continuity. In order to facilitate the normal business of the University, the following changes to the processing of finance documents have been implemented:

Accounting & Financial Services

Accounts Payable – Direct Payment Requests, Travel Reimbursements, and Purchase Order Payments will continue to follow the normal approval process. However, as several Accounting and Financial staff are now working remotely, email approvals for these documents will be accepted on a temporary basis. ***The originating email and approval email must come from an eku.edu email address; no other domain will be accepted. Approvers please note that when submitting a document for payment please forward your approval, along with the document, to acc.apinvoices@eku.edu.***

Travel Reimbursements – For those employees who have had their University-business travel plans cancelled, ***we encourage you to seek reimbursements for any prepaid expense.*** Should you be unable to recoup these prepaid expenses, please file a travel voucher through the normal process, with documentation supporting your inability to recover the prepaid expense.

Payroll - The entry and approval of employee time will follow the normal process. All hourly employees will continue to enter hours worked and supervisors will continue to approve hours using the web-time entry system.

Purchasing

ProCard – The requirement for the March 2020, Tier 3 ProCard receipt submission will be extended to April 30, 2020.

Budgeting

The Budget Office will accept email approval for budget transfers. Similar to the Accounts Payable procedures, ***all email addresses in the document string must come from the eku.edu email domain.*** Budget transfers can be emailed to Budgeting at budgeting@eku.edu

These temporary changes will remain in effect until such time that the University returns to normal operations. Should you have questions feel free to contact any of these offices:

Accounting & Financial Services (Payroll, Accounts Payable, Journal Entries)	622-1814
Budgeting (Budget Transfers)	622-3464
Procurement Services (General Questions)	622-7126 or 622-4484
Procurement Services (ProCard)	622-7688
Student Accounting Services (General Questions)	622-1232
Controller's Office (General Questions)	622-8808