This is not what I meant when I said “a bare bones budget”.
Bakersfield College
Budget Managers Workshop
October 30, 2014

Presented by Dr. Anthony Culpepper, vice president, FAS
Stephen Kegley, Business Services, Accounting Manager
TOPICS OF DISCUSSION

- Budget
  - 14-15 Budget Status
  - 15-16 Budget Development Process
    - Review of Development Calendar
- Purchase Order Process
- Other Purchasing
- Resources
- Wrap Up
BUDGET

- 14-15 Budget Status; The Basics
- Budget Management and Control
  - Budget Development
  - NSF
  - BUDGET/FUND TRANSFERS
BUDGET

- 15-16 Budget Development Process
- Review of Development Calendar
PURCHASE ORDER PROCESS

- Purchase Order vs Direct Pay
- Supply/Equipment Purchases
  - Invoice Initiates Vendor Payment
  - Receiving Requirements
- Payments for Services
  - Independent Contractor Agreements
  - Payroll
- Approval Process
  - Approval Queue Structure
  - NSF Approvals

by Dr. Anthony Culpepper, CPA, CMA, CFM
OTHER PURCHASING

➢ Travel
  ➢ Paperwork Requirements
  ➢ Pre-payment vs Reimbursement
  ➢ Meal Per Diem – No Reimbursement of Actuals
  ➢ Mileage (Google Maps)

➢ Credit Cards
  ➢ Campus VISA card vs CalCard
  ➢ Documentation Requirements

➢ Gas Cards

➢ Food for Meetings
  ➢ Attendee List Required as Backup
RESOURCES

- Budget Contacts
  - Laura Lorigo, x4715
  - Stephen Kegley, x4492
  - Anthony Culpepper, x4487
  - Carlene Feichter, x5035