

PROCUREMENT MANUAL
Disbursements and Petty Cash
Section No. 5

Systems & Procedures
Washington University, Campus Box 1110
935-5707

(Revised October 2000)

Table of Contents

Chapter 1	Disbursements at Washington University	DS1-1
Chapter 2	Check Request Function	DS2-1
Chapter 3	Entertainment Expenses	DS3-1
Chapter 4	Process a Check Request	DS4-1
Chapter 5	“Attached List” Check Request	DS5-1
Chapter 6	Patient Refunds.....	DS6-1
Chapter 7	Other Applications for the “Attached List” Feature	DS7-1
Chapter 8	Change, Delete or Copy a Check Request	DS8-1
Chapter 9	Travel Expenses.....	DS9-1
Chapter 10	Travel Expense Statement and Report.....	DS10-1
Chapter 11	Travel Advances.....	DS11-1
Chapter 12	Petty Cash.....	DS12-1
Chapter 13	Finish and Approve a Document	DS13-1
Appendix A	Employee or Independent Contractor Status Questionnaire	DS14-1
Appendix B	Travel Expense Statement Form	DS15-1
Appendix C	Citicorp Diner’s Club vs. American Express.....	DS16-1
	W-9 Form	
	Index	

Index

Additional Information	DS1-1
American Express	DS9-2
Approval by dean or vice chancellor	DS3-1
Approval schedule	DS1-2
Attached List Check Request.....	DS5-1
Attached list types	DS5-1
Balance due employee	DS10-3
Balance due WU	DS10-2
Budget/object codes	DS3-2
Business relationship defined	DS3-3
Check Request.....	DS2-1
Check stub information	DS5-1
Corporate credit card application	DS9-3
Corporate credit cards	DS9-2
Data entry methods for patient refunds	
IDX file transfer.....	DS6-1
Manual method.....	DS6-1
Determine if individual or employee.....	DS3-6
Diagram of screens	
Check Request (CR)	DS3-9
Check Request (CR) with Attached List.....	DS5-3
Travel Advance (TA)	DS11-4
Travel Expense Report (TR)	DS10-18
Travel Inquiry (TRAVINQ)	DS10-35
Travel List (TRAVLIST)	DS11-18
Travel List Maintenance (TRAVMAIN)	DS11-17
Travel Menu (TRAVMENU).....	DS10-4
Diner's Club.....	DS9-2
Disbursement documents	DS1-1
Disbursements at Washington University	DS1-1
Documentation required for reimbursement	DS3-8
Entertainment expenses and conditions	DS3-1
Examples	
D01: A Check Request.....	DS4-7
D02: Attached List Patient Refund Check Request – File Transfer.....	DS6-6
D03: Patient Refund Attached List – File Transfer	DS6-7
D04: Attached List Patient Refund Check Request – Manual Entry.....	DS6-13
D05: Patient Refund Attached List – Manual List	DS6-14
D06: Attached List – Other Application	DS7-6
D07: A Travel Expense Report	DS10-31
D08: A Travel Advance	DS11-13
D09: A New Travel List	DS11-22
D10: Changing/Reviewing a Travel List.....	DS11-26
Expenses not allowed as indirect costs	DS9-10
Fields	
Attached List Check Request.....	DS5-3
Check Request.....	DS3-9

Travel Advance	DS11-4
Travel Expense Report	DS10-18
Travel Expense Statement (Form)	DS10-8
Travel Inquiry.....	DS10-35
Travel List.....	DS11-18
Travel List Maintenance	DS11-17
Travel Menu	DS10-4
Five W's	
Attached List Check Request.....	DS5-2
Check Request.....	DS2-1
Travel Advance	DS11-2
Travel Expense Report	DS10-2
Travel Expense Statement (Form).....	DS10-2
Foreign Travel.....	DS9-5
Independent contractor vs. employee.....	DS3-3
IRS documentation	DS3-2
IRS regulations.....	DS3-8
Lost credit cards.....	DS9-3
Lost receipts.....	DS10-2
Non-employees	DS10-2
Non-reimbursable travel expenses	DS9-10
Non-resident alien payments	DS3-5
Non-resident alien sources of information	DS3-6
Options on the Travel Menu.....	DS10-5
Other Applications for the Attached List Feature	DS7-1
Other uses for a Travel Advance	DS11-2
Overdue reports	DS10-2
Partial reimbursement.....	DS3-8
Patient Refunds.....	DS6-1
Payment for services	DS3-5
Payment restrictions	DS3-5
Petty cash	DS12-1
PF Keys	
Check Request.....	DS3-11
Travel Advance	DS11-6
Travel Expense Report	DS10-21
Travel Inquiry.....	DS10-36
Procedure	
How to Approve a Document	DS13-1
How to Change a Check Request.....	DS8-2
How to Change a Travel Advance	DS11-14
How to Change a Travel Expense Report	DS10-32
How to Change a Travel List.....	DS11-23
How to Copy a Travel Advance.....	DS11-16
How to Copy an Existing Check Request	DS8-4
How to Delete a Check Request	DS8-2

How to Delete a Payee from an Attached List	DS6-12
How to Delete a Travel Advance.....	DS11-14
How to Delete a Travel Expense Report.....	DS10-32
How to Delete Expenses by Account Selected by TRAVLIST.....	DS10-34
How to Enter a Check Request.....	DS4-2
How to Enter a Patient Refund Attached List (file transfer)	DS6-2
How to Enter a Patient Refund Attached List (manually).....	DS6-8
How to Enter a Travel Advance	DS-11-8
How to Enter a Travel List.....	DS11-20
How to Enter Attached Lists: Other Applications	DS7-2
How to Enter Expenses by Account.....	DS10-29
How to Enter Itemized Expenses	DS10-28
How to Enter Traveler Information	DS10-24
How to Finish a Document	DS13-1
How to List Social Expenses.....	DS10-17
How to Process a Travel Advance	DS11-1
How to Process a Travel Expense Statement (Form)	DS10-12
How to Process Patient Refunds: Manual Data Entry	DS6-8
How to Request Petty Cash.....	DS12-1
How to Review a Travel List.....	DS11-23
How to Select an Option from the Travel Menu	DS10-5
Purpose of Travel Expense Statement (Form)	DS10-12
Questionnaire for employee or contractor status.....	DS3-7
Receipts not required.....	DS10-3
Receipts required over \$25.....	DS10-3
Reimbursable expenses (for travel).....	DS9-1
Airfare.....	DS9-4
Alcoholic beverages	DS9-6
ATM charges.....	DS9-6
Auto rental.....	DS9-6
Fees	DS9-6
Incidental expenses	DS9-6
Laundry	DS9-6
Lodging.....	DS9-7
Meals.....	DS9-7
Other	DS9-8
Personal car	DS9-8
Taxi.....	DS9-8
Travel insurance.....	DS9-9
Reimbursable expenses (other than travel).....	DS3-1
Reimbursement form	DS9-2
Reportable income.....	DS3-8
Reportable payments.....	DS3-3
Request for reimbursement (other than travel).....	DS3-2
Resident vs. non-resident alien.....	DS3-4
Restricted budgets	DS2-1
Rules	
Attached List Check Request.....	DS5-1
Attached list document (manually)	DS6-8
Attached list document (other applications)	DS7-1
Change or delete a Check Request document	DS8-2

Check Request.....	DS4-1
Petty Cash.....	DS12-1
Travel Advances.....	DS11-1, DS11-14
Signatures and approvals	DS10-3
Social Expenses.....	DS10-17
Social or Entertainment Expenses (Form).....	DS10-7
System messages	
Check Request.....	DS4-1
Travel Advances.....	DS11-2
Tax forms	DS3-5
Tax treaty not with U.S.....	DS3-6
Tax treaty with U.S.....	DS3-6
Taxing non-resident aliens.....	DS3-4
Terminations	DS9-3
Travel Advances to the same employee or vendor	DS11-16
Travel Expense Report process.....	DS10-23
Travel Expense Report screen structure	DS10-22
Travel Expense Statement and Report.....	DS10-1
Travel Expense Statement Form	DS10-6
Travel Expenses	DS9-1
Travel Inquiry option	DS10-36
Travel List for a Check Request.....	DS4-1
Travel List for a Travel Advance	DS11-2
Vendor numbers	DS7-1
When not to use corporate credit cards.....	DS9-3
When to change, delete or copy a Check Request	DS8-1
When to use a Check Request	
Airfare.....	DS2-3
Audit fees	DS2-3
Awards	DS2-3
Blood donors and research subjects.....	DS2-3
Books, non-library	DS2-3
Clinical services.....	DS2-3
Consultant service.....	DS2-3
Convenience purchases.....	DS2-4
Expense reimbursements	DS2-4
Florist charges.....	DS2-4
Hotel bills.....	DS2-4
Hotel deposits.....	DS2-4
Legal and professional fees	DS2-5
Membership dues.....	DS2-5
Patient insurance payments.....	DS2-4
Patient refunds	DS2-5
Postage meter refills	DS2-5
Registration fees	DS2-5
Restaurants and caterers.....	DS2-5
Service by individuals.....	DS2-5
Student refunds.....	DS2-5
Subscriptions.....	DS2-5
When to use an Attached List Check Request	DS5-1
Withholding taxes.....	DS3-3