

# SSR and Departmental Charges

Procedures - Financial Accounting

# Supplies and Services Transfers

What are these

# Supplies and Services (SSRs or S&S)

- ▶ SSRs or S&S are used for transferring between two different indexes. Usually the account codes are the same, but they can be different.
- ▶ Usually SSR's are services provided to one department from another department. For some departments, this is revenue to them. But usually this is an expense to expense transfer.
- ▶ All supplies and services should be submitted to [financialaccounting@uca.edu](mailto:financialaccounting@uca.edu) via DocuSign. We are transitioning from accepting paper/faxed forms or scanned email forms.
- ▶ The supplies and services form is a template on DocuSign. There are two templates available for use. UCA Supplies and Services for Non-Grant indexes and Grants Supplies and Services for Grant indexes .

# Supplies and Services (SSRs or S&S) Cont.

**University of Central Arkansas:  
Supplies/Services Form**

_____		_____	
Debit Department		Credit Department	
_____		_____	
Debit Index Number	Account Code	Credit Index Number	Account Code

Justification of Purchase: \_\_\_\_\_

Quantity	Description	Unit Price	Amount
Doc #		<b>Total Amount:</b>	

Additional Comments:

_____	_____
Department Head Signature for Debit	Department Head Signature for Credit
_____	_____
Financial Accounting Signature	Financial Accounting: Final Approval

**University of Central Arkansas:  
Grants Supplies & Services Form**

_____		_____	
Debit Grant Name		Credit Department Name	
_____		_____	
Debit Grant Index Number	Account Code	Credit Index Number	Account Code

This form will be used to charge a grant.

Justification of Purchase: \_\_\_\_\_

Quantity	Description	Unit Price	Amount
Doc #		<b>Total Amount:</b>	

Additional Comments:

_____	_____
Principal Investigator Signature for Debit	Department Head Signature for Credit
_____	_____
Post-Award Grants Administrator	Post-Award Grants Director
_____	_____
Financial Accounting Signature	Financial Accounting: Final Approval

# Processing SSRs or S&S

- ▶ Financial Accounting strives whenever possible to process requests twice weekly, or at a minimum once per week in busy/short-staffed times.
  - ▶ SSRs received between Friday and Monday will be processed on Tuesday.
  - ▶ SSRs received between Tuesday and Thursday will be processed on Friday.
- ▶ These processing times may vary during holidays/closures /and year end deadlines.

# Submitting Supplies and Services Requests

Submitting to Financial Accounting

# Submitting Supplies and Services Request Form

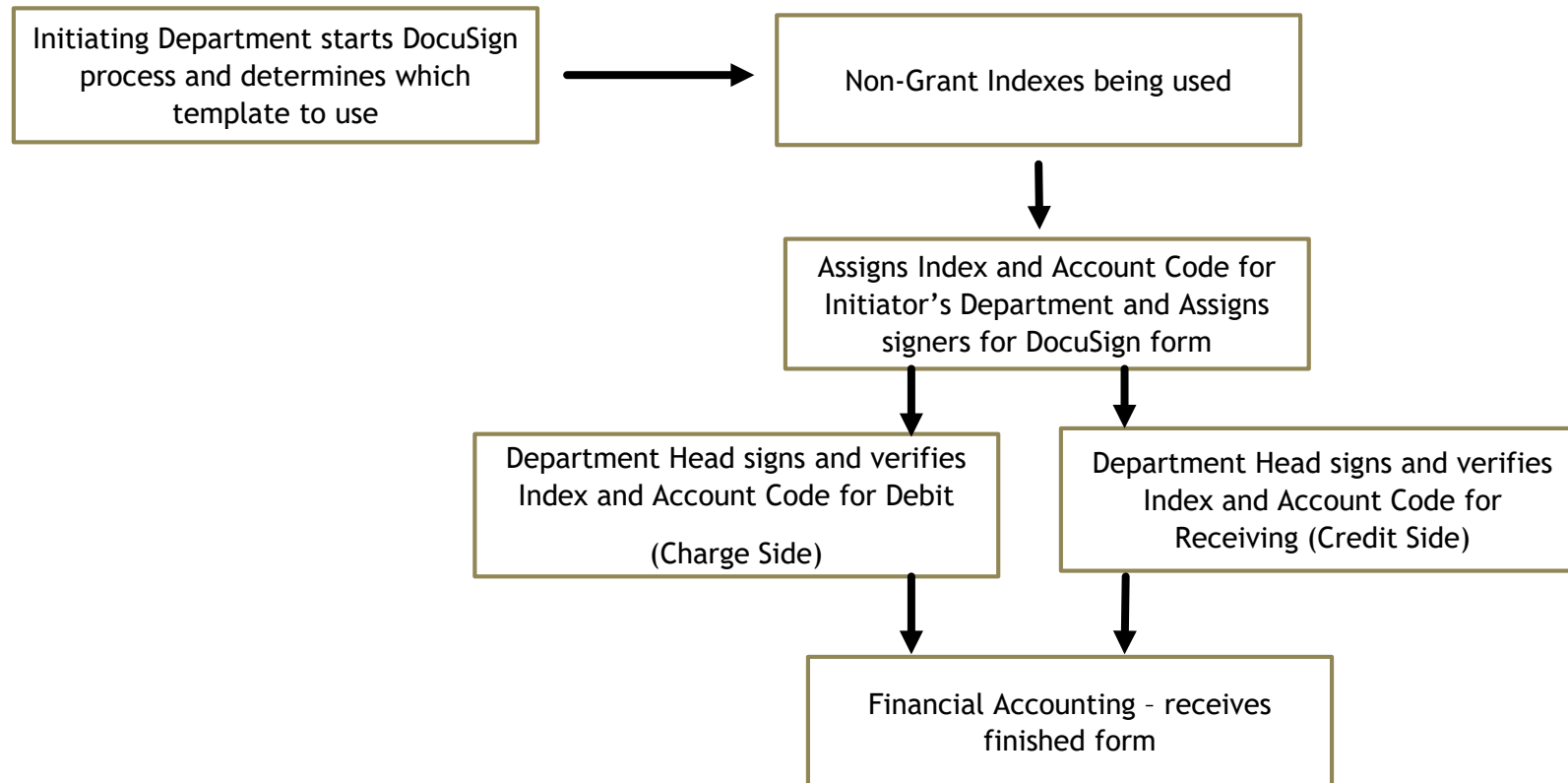
All requests sent to Financial Accounting will need to include the following:

- ▶ A signature from **both** departments, the **debit** side and the **credit** side.
- ▶ Financial Accounting will need to be the last recipient, receives a copy only.
- ▶ Any supporting documents will need to be attached and included with the DocuSign form.

The credit side should always reflect whatever index/expense was originally used to pay for supplies. Or whatever index/revenue account code may be appropriate for providing a service.

The **receiving** department will need to ensure budget is availability before submitting a supplies & services request to Financial Accounting.

# Submitting Supplies and Services Request Form Cont.

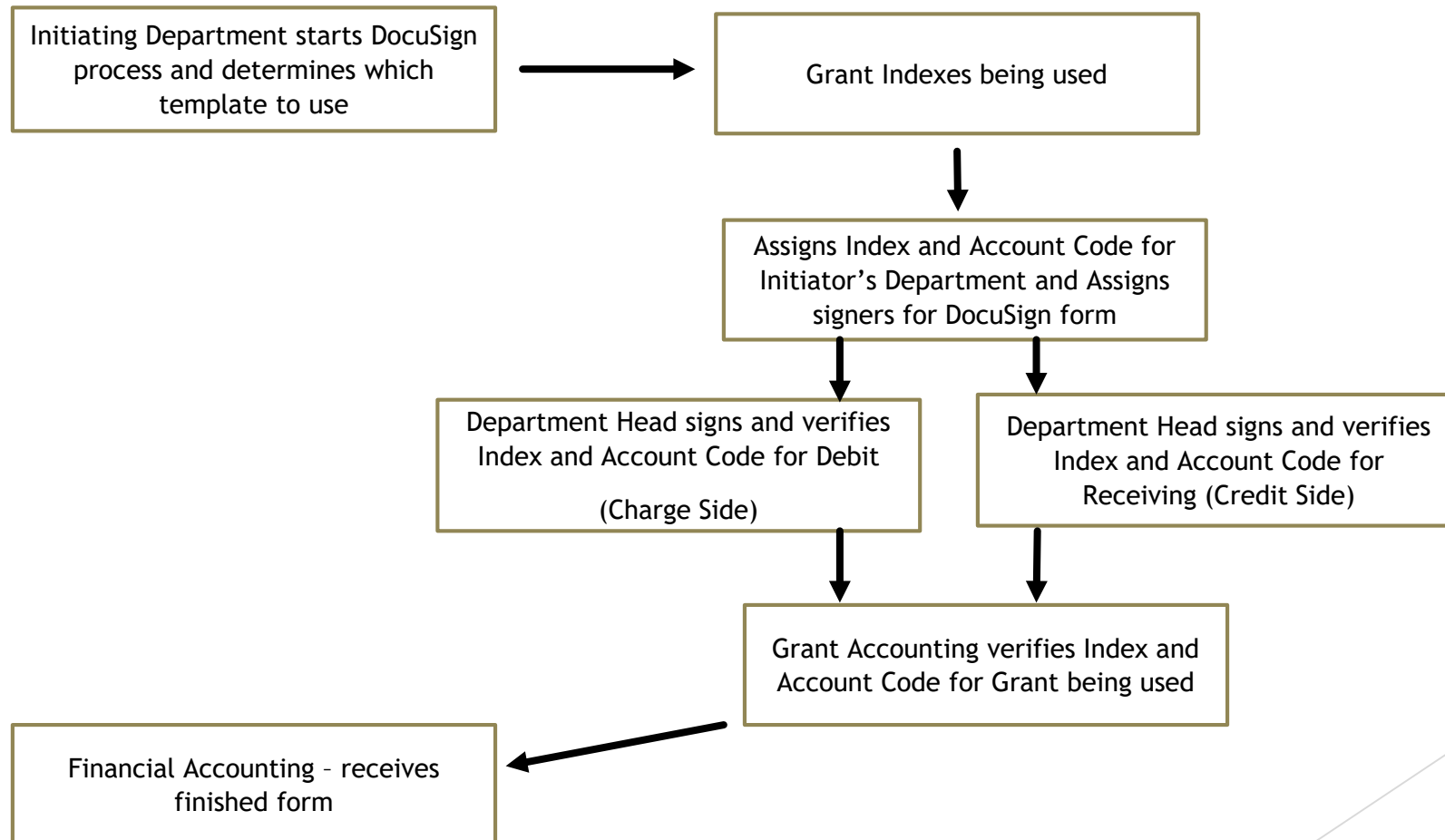




# Submitting Supplies and Services Request Form Cont.

- ▶ Please be aware that any debit to a **Grant index** (all indexes beginning in 2xxxxx) **requires Grant's sign off** as well as the department's sign off so you will need two debit signatures.
- ▶ Please use the account code(s) which are most appropriate. Majority of supplies and services requests simply use 710101, but there might be other account codes that are better suited.
- ▶ Budget has a quick account code guide on their website which may prove helpful. <https://uca.edu/budget/files/2019/Account-Code-Quick-List-Complete.pdf>.
- ▶ Financial Accounting will reject any form that does not have the correct account code or missing documentation.

# Submitting Supplies and Services Request Form Cont.



# Submitting Supplies and Services Request Form Cont.

Please note that anything that might be considered revenue should be recorded using a revenue code.

Coding of certain items should be the following:

- ▶ Items related to Travel/Professional Development should be to a 717xxx account.
- ▶ Items related to phone charges should be to a 716xxx account.
- ▶ Items related to Utilities (Gas, Water etc.) should use the 740xxx accounts
- ▶ If the charge is a subscription or license or some sort of software or software membership fee etc., use 710118 instead of 710101.

# Submitting Supplies and Services Request Form Cont.

Coding of certain items should be the following cont:

- ▶ If whatever was purchased has its own account code, please use it.
- ▶ **Be careful of** anything that might need tracked with Inventory and/or require capitalization. If relating to equipment/furniture etc. be sure to check with Inventory Control before submitting a supplies and services request to ensure charges are recognized properly.

Financial Accounting can not process any debits to salary (6xxxxx). Any debits for account codes starting with 6 will have to be processed with Human Resources.

# Supplies & Services and Foundation Funds

Special Note

# Foundation Funds

- ▶ The UCA Foundation is a separate entity with its own Tax ID and bank account. As such, use of funds held by the Foundation for supplies and services is a more complicated process. **Please be aware that using Foundation funds in order to pay a department back for supplies and services will require far greater lead times.**
  - ▶ Due to the special tax treatment of the Foundation, payments made to UCA from the Foundation can not go directly into the Department's Index/Account even though they are simply supplies and services reimbursements.
- ▶ This is a multi-step process which has a lengthier lead time than simply processing as a S&S from one UCA Index to another UCA Index.
  - ▶ Foundation receives request and distributes funds to UCA.
  - ▶ Financial Accounting deposits funds at Cashiering.
  - ▶ Financial Accounting submits documentation to adjust budget for department.

Any Questions?