PeopleSoft (PS)
Budget Orientation

❖ *Contact us at:* finance@pugetsound.edu

❖ *Visit us on the web at:*

http://www.pugetsound.edu/about/offices-services/office-of-finance/

❖ *All budget training documents can be found at:*

https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/budget-administration-reference-materials-and-training/

❖ *Best page for you: Resources for Budget Managers*

https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/

TOPICS

- Chart of Accounts

- PeopleSoft Financials Tools – myPugetSound

- Reviewing Budgets

- PO vs. Non-PO Purchases

- PeopleSoft Financials Tools – Beyond the Basics

- Additional Resources

CHART OF ACCOUNTS

The Chart of Accounts is a numbering system for recording, tracking, classifying, and reporting on financial (budget and actual) transactions comprised of various Chartfields. You can search Chartfield elements using the Chartfield Value Lookup tool within myPugetSound.

Chartfield Element				---Optional---
Fund	Department	Project	Account	Chartfield1
Uniquely identifies primary funding sources	Uniquely identifies all departments or units	Uniquely identifies project, proposal, or purpose	Assets, Liabilities, Net Assets, Revenues, Operating & Capital Expenses, Transfers	Selective use - tracks department events or projects

Chart of Account structure: FF.DDDD.PPPPPP.AAAAA.CCCCCC
Fund.Department.Project.Account.Chartfield1 (optional)

Chartfields are numeric except Chartfield1 where it may contain alpha characters.

Ex: 19.8200.192019.91231.CC4485

Chartfield Accounts Overview

Fund

FUND List (not a full list):
- 10 - Educational & General Operating
- 13 - Auxiliary Enterprises
- 19 – ASUPS

PS Budget Tool to Use

Annual (w/budget)

- 18 - Designated Operations and Reserves
- 25 - Gifts – Restricted Current
- 26 - Endowment Payout – Restricted
- 92 - Reserves-Facilities/Equipment
- 93 - Gifts-Restricted Facilities

Carryover (w/o budget)

- 15 - Faculty Enrichment & Student Research-Unrestricted
- 17 - Designated Projects
- 24 - Faculty Enrichment & Student Research-Restricted
- 27 - Grants – Restricted Private and Government
- 91 - Reserves-Minor/Revolving Facilities Projects
- 94 - Reserves-Major Facilities Projects

Grants & Projects (w/budget)

Dept

Departmental range:
- 1DDD: President
- 2DDD: Office of Communications
- 3000 & 73DD: Enrollment Division
- 4DDD: Academic Division
- 5DDD: University Relations
- 6DDD: Student Affairs Division
- 7DDD (except 73DD): Finance & Administration Division
- 8DDD: ASUPS
- 9DDD: General Operations/Other

Acct

Account range:
- 1AAAA: Assets
- 2AAAA: Liabilities
- 3AAAA: Net Assets

Balance Sheet Accts

- 4AAAA: Revenue
- 90AAA: Revenue Transfer

Revenues

- 5AAAA: Compensation

Compensation

- 6AAAA: Operating Expenses
- 7AAAA: Capital Expenses
- 91AAA: Expense Transfer

Operating & Capital Expense

SpeedChart

Puget Sound uses a "short cut" for three of the Chartfield elements; the fund, the department, and the project codes. This "short cut" is referred to as the **SpeedChart**.

19.8200.192019.91231.CC4485

[(Fund).   (Dept) . (Project)]   .   (Acct)   .   (Chartfield1)

A **SpeedChart** is six numeric digits long and in most cases, <u>not all</u>, comprised of either;

1.   FFDDDD - the combination of fund and department; or
2.   PPPPPP - the project code *(where project code always trumps the fund-dept combo)*

Required chartfields when coding

UNIVERSITY of
PUGET SOUND

- ✓ PS SpeedChart *(combination of fund, dept, project)*
- ✓ PS Account
- o PS Chartfield1, if applicable

In other words, coding is typically only two sections: Speedchart.Account

192019.91231

Unless you are using an optional Chartfield1 code: Speedchart.Account.Chartfield1

192019.91231.CC4485

PS FINANCIALS TOOLS

myPugetSound>Financials
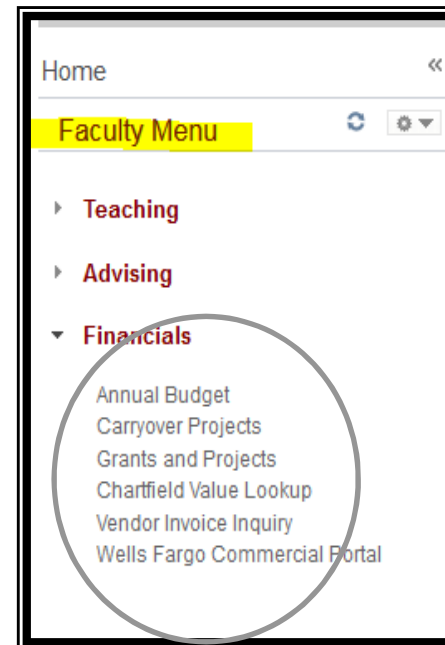
Chartfield Value Lookup Tool
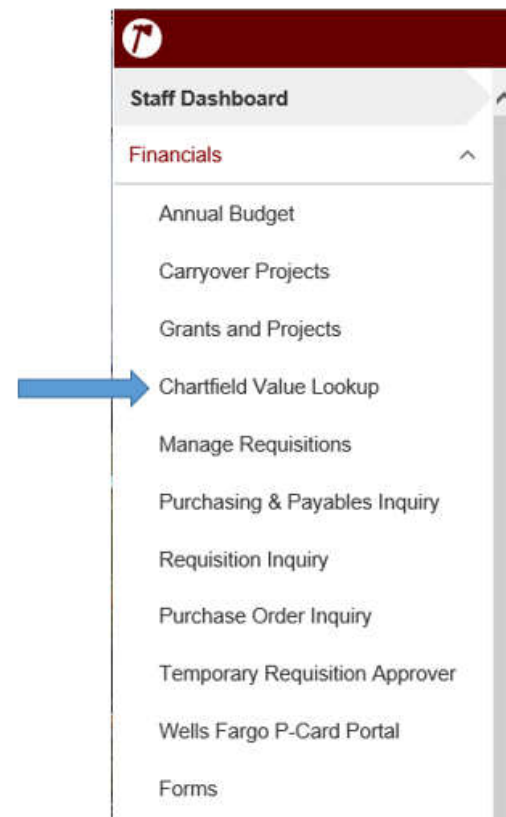
SpeedChart Search

Account Search

Chartfield1 Search

REVIEWING BUDGETS

Types of Budgets at Puget Sound

FUND List (not a full list):
10 - Educational & General Operating
13 - Auxiliary Enterprises
19 – ASUPS

18 - Designated Operations and Reserves
25 - Gifts – Restricted Current
26 - Endowment Payout – Restricted
92 - Reserves-Facilities/Equipment
93 - Gifts-Restricted Facilities

15 - Faculty Enrichment & Student Research-Unrestricted
17 - Designated Projects
24 - Faculty Enrichment & Student Research-Restricted
27 - Grants – Restricted Private and Government
91 - Reserves-Minor/Revolving Facilities Projects
94 - Reserves-Major Facilities Projects

PS Budget Tool to Use

Annual (w/budget)

Carryover (w/o budget)

Grants & Projects (w/budget)

Step 1: Determine which tool to use based on the type of budget you want to view.

Error??

If you receive a blank line:

- o You are using the wrong tool for the type of fund it is. Try another tool; or

- o You do not have security access to the budget; or

- o No budget/balance exists based

	Account	Description	R E
1	🔍	Compensation Expense	
2	🔍	Operating and Capital Expense	
3		Total	

Return

Step 4: Click on the blue hyperlinks to see detail

Personalize | Find | ⤢ | 🔢 First ◀ 1-36 of 36 ▶ Last

	Account	Account Description	Budget	Actual	Encumbered	Pre encumbered	Variance (Fav/ -Unfav)
1	60010	Honorariums	300.00	0.00	0.00	0.00	300.00
2	60023	Outsourced Services	0.00	105.12	0.00	0.00	-105.12
3	60100	Other Services & Fees	0.00	1,674.86	0.00	0.00	-1,674.86
4	61010	Instruct & Resource Materials	50,316.46	62,340.50	0.00	0.00	-12,024.04
5	61015	Office Supplies	4,000.00	3,333.93	0.00	0.00	666.07

Step 5 - optional:
Click on Notes to add additional information

Details displayed vary based on type of transaction...you can add your own notes

	ChartField1	Accounting Date	Source Document Name	Reference	Document	Line Id	Description	Remit Vendor	Amount	Invoice Number	Notes	Note Status (Y/N)
1		06/30/2014	Journal	Commercial Card Expense Report	0000012860	156	AICPA AICPA 06/07/14		81.28		Notes	No
2		06/30/2014	Journal	Reversal of FY2013 Prepaid Wel	0000012632	17	REV PC PPD:ATLANTIC INFORMATIO		375.00		Notes	No
				Commercial			AICPA AICPA					

Notes

Details

Account: 61010

Chartfield 1:

Accounting Date: 2014-06-30   Document ID: 0000012860   Type: Journal
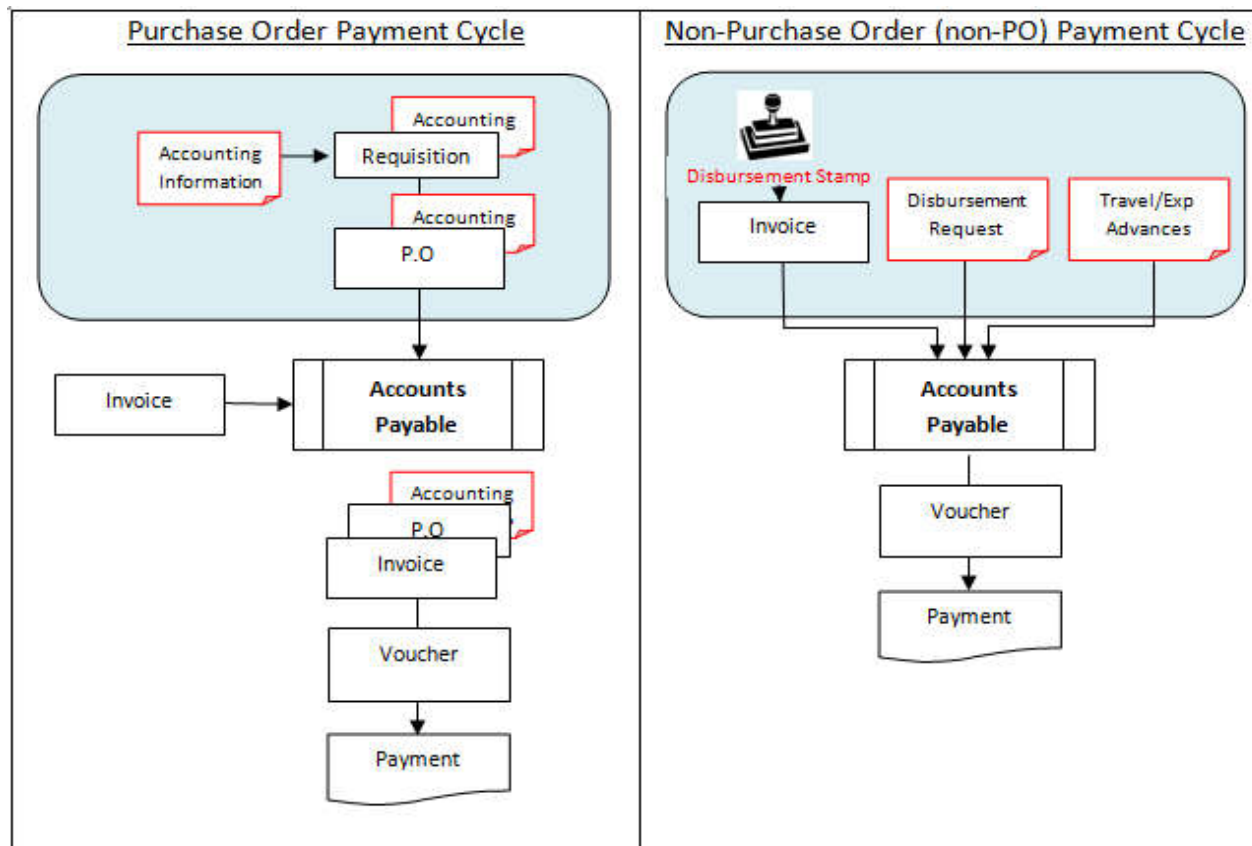
Invoice Number:

Notes

John's meeting in Oregon

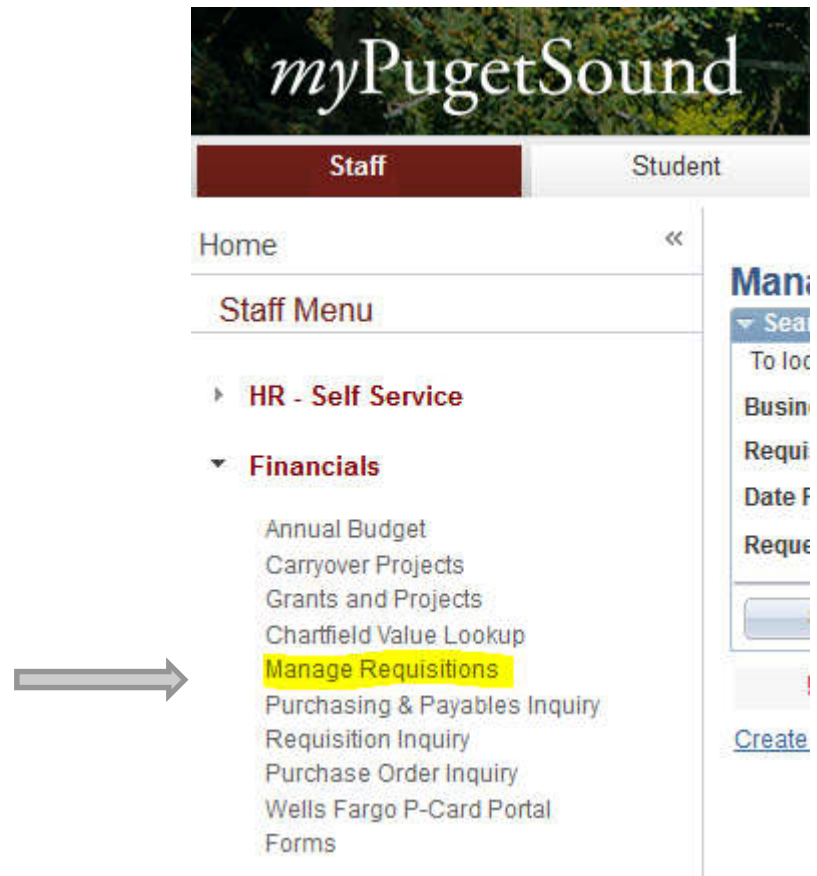OK   Cancel

Types Of Transactions In Your Budget

Procurement Services	Accounts Payable (AP)	University P-Cards	Recharges	Reclassifications	Transfers
Requisitions/Purchase Orders:	Disbursement Request Form:	P-Cards:	Departmental Charges:	Corrections if needed:	Between Department(s) or Project(s):
• Pre-encumbers budget when requisition is approved • Pre-encumbrance relieved and encumbrance instated when purchase order is dispatched to supplier • Encumbrance is relieved and actual expense recorded when invoice is entered by AP staff • Rebates available • Online punch-out catalog available for Complete Office with next-day delivery	• Non-PO invoices • Non-PO contracts • Reimbursement requests • Actual expense recorded when invoice or disbursement request is entered by AP staff Advance Processing Form: • Request for travel/ expense advance • Actual expense recorded when supporting receipts are returned to and entered by AP staff	• VISA credit card for university-related travel and purchases • Reimbursements for tips, tolls, mileage • Posts at the end of the following month	• Convenience of on-campus services (bookstore, postage, catering, van rentals, etc.) • Generally posts at the beginning of the following month	• To correct transactions inadvertently charged to the wrong department, project, or expense	• Uses 9xxxx accounts only • To support events or speakers sponsored by other departments (or projects)

PO vs. NON-PO PURCHASES

High level overview of types of Purchases in PeopleSoft

Requesting Purchase Via Purchase Order

Life of a Requisition

Budget

Fund Code:		Fund Description:	
Department:		Department Descr:	
Project:		Project Description:	
Budget Year:	2013	Current Date:	01/03/2014

Personalize | Find | 🔲 | 🎞 | First ◀ 1-19 of 19 ▶ Last

	Account	Account Description	Budget	Actual	Encumbered	Pre encumbered	Variance (Fav/ - Unfav)
1	60011	Consultants	25,000.00	0.00	0.00	0.00	25,000.00
2	60023	Outsourced Services	0.00	0.00	0.00	0.00	0.00
3	60031	Software Contracts	34,000.00	0.00	0.00	0.00	34,000.00

[Voucher] [PO] [Requisition]
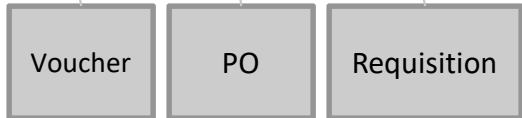
❖Requisition
❖Purchase Order
❖Receiving
❖Invoice(Voucher)

Entering A Requisition

To begin, click on "Create New Requisition".

Do not test in PS Production (FN91PRD) as you cannot delete a saved requisition. To test, please use PS Test (FN91TST).

Enter "Requisition Name:"

Edit Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: PUGET   The University of Puget Sound

Requester: dkapla   Dana Kapla   *Currency: USD

Requisition Name: Zombie Vaccine-Oct 2015   Priority: Medium

▶ Line Defaults

[Continue]

Click "Special Request" then "Special Item". Enter item information.

Favorites | Main Menu > eProcurement > Manage Requisitions

Create Requisition

1. Define Requisition	2. Add Items and Services	3.

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ]

| Catalog | Favorites | Templates | Forms | Web | Special Request |

Select a Request Type

Special Item	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials

Review and Submit

Enter item information (use magnifying glass to assist).

Edit Requisition

1. Define Requisition	2. Add Items and Services	3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ] 🔍 Search

Catalog | Favorites | Templates | Forms | Web | Special Request

Special Item

*Item Description:	Zombie Vaccine		
*Price:	250.00000	*Currency:	USD
*Quantity:	15.0000	*Unit of Measure:	EA 🔍
*Category:	8052200 🔍	Due Date:	08/31/2015 📅
Vendor ID:	0000000785 🔍	Suggest New Vendor	
Vendor Name:	FISHER SCIENTIFI 🔍		
Vendor Item ID:			
Mfg ID:	🔍		
Manufacturer:			
Mfg Item ID:			

Additional Information

Make any notes to approver, purchasing, or vendor

Request New Item

☐ Request New Item

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

[Add Item] [Cancel] [Add or Start New Type]

When complete, review and verify chartfield elements used

When finished be sure to "Check Budget" & "Save & Submit.

Confirmation

For more on how to complete requisitions, see our website or contact Procurement Services. Contact information can be found at the end of this document.

Approving A Requisition

Once submitted, the approver(s) will receive an email similar to below.

Subject: Approval is Requested for Requisition ID "0000006387" Line "1" Business Unit "The University of Puget Sound"

A requisition line has been entered which requires your attention.

Requester: lindagreen
Business Unit: The University of Puget Sound
Requisition ID: 0000006387
Requisition Name: STOCKROOM ORDER
Line: 1
Description: 2 PLY TT COMPACT CRLS CORELESS OUR ITEM# 450051
Date: 2015-08-26

You can navigate directly to the approval page by clicking the link below.

https://psfinancials.pugetsound.edu/psp/FN91PRD/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=PUGET&REQ_ID=0000006387&LINE_NBR=1

Click link to review/approve.

Requisition information: click "View Line Details" to review

Business Unit: PUGET
Requisition: 0000006151
Requisition Name: Zombie Vaccine-Oct 2015
Header Comments:
Rachel, The quote number is 3353847 and will send it over shortly

Requester: dkapla
Requested By: Dana Kapla
Entered Date: 8/26/15

Status: Pending Approval
Currency: USD
Requisition Total: 3,900.00

Line: 1   **Item Description:** Zombie Vaccine   **Quantity:** 15.0000   **UOM:** EA   **Price:** 250.00   **Line Total:** 3,750.00
   Line Status: Pending

Ship Line: 1   **Ship To:** PS00000524   **Address:**   **Shipping Quantity:** 15.0000
Attention: Dana Kapla   **Due Date:** 8/31/15   1500 North Warner Street   **Shipping Total:** 3,750.00
Tacoma WA 98416
United States

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	PS00000524	15.0000	100.00	3,750.00	PUGET	61115

Dept	Fund
4322	10

Open QTY	Open Amt
15.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
3,750.00	USD	0	N

Line: 2   **Item Description:** Estimated Shipping   **Quantity:** 1.0000   **UOM:** EA   **Price:** 150.00   **Line Total:** 150.00
   Line Status: Pending

Ship Line: 1   **Ship To:** PS00000524   **Address:**   **Shipping Quantity:** 1.0000
Attention: Dana Kapla   **Due Date:** 8/31/15   1500 North Warner Street   **Shipping Total:** 150.00
Tacoma WA 98416
United States

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	PS00000524	1.0000	100.00	150.00	PUGET	61115

Dept	Fund
4322	10

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
150.00	USD	0	N

Be sure to review accounting

Close the review page

Click "Approve" button on previous page

Requesting Purchase via Accounts Payable

Disbursement Stamp

OR

Disbursement Request Form

University of Puget Sound
Accounts Payable - CMB 1042
X3440 and X8656

Disbursement Request Form
(Non-Purchase Order Expenditures)

Please complete using ink or by typing

| Fiscal Year | 15 | 16 |

Today's Date 10/19/2015

Requested By: Brad Pitt   Approved By: _____ (Print Name / Signature - *no initials please*)   Dept. Theatre   Ext. 2553

Make Payable to: Brad Pitt
Additional Name/dba: _____

Remit Address: 1252 Hollywood Blvd

City Hollywood   State CA   Zip Code 90069

Distribution Selection

☐ U.S. Mail   ☐ w/enclosures
☑ A/P Hold & Call - X2553____
☐ Campus Mail To: CMB ____
☐ Cash reimbursements to students - $50.00 or less *
☐ Other (method managed by A/P):
  - Direct Deposit**, ACH Vendor, P-Card

All disbursement requests must be accompanied by **original documents** that support the amount(s) requested.
*Unless otherwise directed, reimbursements of $50.00 or less, payable to students , will be issued in cash through the Accounts Payable Office-J018.
* *If enrolled through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit

Item No.	Speed Chart	Account	Chart field1	Invoice Number	Invoice Date	Terms	Description: Up to 35 characters will be displayed on Budget Admin. and on the check stub for your	Amount	1099 Use Tax
1	104007	61125	400733	852236	15-Oct-15		Set material for Hamlet	$600.00	
2	104007	61125	400743	852236	15-Oct-15		Set material for Taming of the Shrew	400.00	
							Total	$ 1,000.00	

State the business purpose, date of event, names of attendees, other comments as appropriate

Set material for Shakespeare's Theatre Festival

1099 Codes (for Accounting & Budget Services Use): NC = Nonemployee Compensation   PR = Prize or Other Income
                                                     MD = Medical & Health Care Payments   RY = Royalties

Disbursement Stamp Instructions

Highlight PO Number on Invoice or List Here _____

Final Payment / Close PO?   Yes χ   No χ   Fiscal Year _____

US Mail unless otherwise indicated here_____

Indicate FOAPAL if No PO or Different from PO FOAPAL:

Index SpeedChart (6 or 8 digits/characters)	Account (5 digits)	Activity Chartfield1 (optional, as applicable)	Amount
1	.	.	
2	.	.	
3	.	.	

Disbursement Request Description:

1 _____

2 _____

3 _____

Budget Administrator: In signing I acknowledge the receipt of goods, any changes to the FOAPAL(s), and approve payment of this invoice for the amount indicated.

Signature_____ Date_____

If your department acquired a stamp prior to PeopleSoft, it is still acceptable to use it. Screenshot indicates how language has changed.

New stamp can be purchased by emailing finance@pugetsound.edu

Disbursement Stamp Instructions

Stamp and fill in accounting information

Disbursement Stamp Instructions

UNIVERSITY of
PUGET
SOUND

Stamp and fill in accounting information
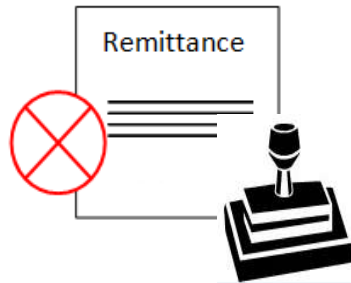
❖ Do not use disbursement or date stamps on the vendor/supplier remittance copies and/or coupons. They need to be returned with payment to ensure correct payment processing by the vendor/supplier.

Disbursement Request Form Instructions

UNIVERSITY of
PUGET SOUND

Download **Disbursement Request Form**

Time saving tip: the form opens in Excel. You can save the forms on your local or share drive, by using the "*File>Save As*" command. This will allow you to fill in and save information that will be the same each time you complete the form. Be sure to check back regularly to ensure the form has not changed.

Disbursement Request Form Instructions

Fiscal Year-End Information

Bondholder Information

Contracts

Financial Reports

Forms

Fringe Benefits

Policies & Procedures

Procurement Cards

Procurement Card Resources & Forms

Procurement Services

Resources for Budget Managers

University of Puget Sound
Accounts Payable - CMB 1042
X3440 and X8656

Disbursement Request Form
(Non-Purchase Order Expenditures)

***Please complete using ink or by typi

Requested By: _____ Approved By: _____

(Print Name / Signature - *no initials please*)

Make Payable to: ....

Additional Name/dba: ....

Remit Address: ....

....

....

City .... State .... Zip Code ....

*All disbursement requests must be accompanied by **original documents** that support t

*Unless otherwise directed, reimbursements of $50.00 or less will be issued in cash through the A

Item No.	Speedchart	Account	Chartfield1	Invoice Number	Invoice Date	Terms	Description: Up to 30 Budget Tools

Please Note: Original, manual signature is required. Facsimile (bitmap) signatures will not be accepted.

Disbursement Request Form Instructions

Attach original receipts or other supporting documentation as applicable.

- If helpful to you in organizing your receipts, complete and attach the optional **Travel Expense Form (Summary).**

Obtain approval by the budget manager or someone assigned with disbursement authority.

Disbursement Request Form Instructions

University of Puget Sound
Accounts Payable - CMB 1042
X3440 and X8656

Disbursement Request Form
(Non-Purchase Order Expenditures)

Please complete using ink or by typing

Fiscal Year	15 / 16
Today's Date	10/19/2015

Requested By: Brad Pitt   **Approved By:** _(signature)_   **Dept.** Theatre   **Ext.** 2553

(Print Name / Signature - *no initials please*)

Make Payable to:	Brad Pitt
Additional Name/dba:	
Remit Address:	1252 Hollywood Blvd
City	Hollywood	State	CA	Zip Code	90069

Distribution Selection

- ☐ U.S. Mail   ☐ w/enclosures
- ☑ A/P Hold & Call - X2553 ____
- ☐ Campus Mail To: CMB _____
- ☐ Cash reimbursements to students - $50.00 or less *
- ☐ Other (method managed by A/P):
  - Direct Deposit**, ACH Vendor, P-Card

↳ All disbursement requests must be accompanied by **original documents** that support the amount(s) requested.
*Unless otherwise directed, reimbursements of $50.00 or less, payable to students , will be issued in cash through the Accounts Payable Office-J018.
**If enrolled through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit

Item No.	Speed Chart	Account	Chart field1	Invoice Number	Invoice Date	Terms	Description: Up to 35 characters will be displayed on Budget Admin. and on the check stub for your	Amount	1099 Use Tax
1	104007	61125	400733	852236	15-Oct-15		Set material for Hamlet	$600.00	
2	104007	61125	400743	852236	15-Oct-15		Set material for Taming of the Shrew	400.00	
							Total	$ 1,000.00	

State the business purpose, date of event, names of attendees, other comments as appropriate

Set material for Shakespeare's Theatre Festival

1099 Codes (for Accounting & Budget Services Use):   NC = Nonemployee Compensation   PR = Prize or Other Income
                                                       MD = Medical & Health Care Payments   RY = Royalties

Advance Processing Form Instructions

University of Puget Sound
Accounts Payable   **TRAVEL OR EXPENSE ADVANCE PROCESSING FORM**
X 8656 or X 3468

All requests for advances must be accompanied by supporting documentation
or a detailed explanation if no documentation is available

Travel or Expense Advance   Date Requested: _____
(Note: $50.00 or less will be disbursed in cash by Accounts Payable staff - Jones 018)

Charge to:

SpeedChart (6 digits/characters): _____   For AP use: Account: 14050

Expense to: Account (5 digits): _____   Chartfield 1: _____
                                                                    (Optional, as applicable)

Pay to: _____   Amount _____

Requested by: _____   Contact Phone # _____

Approved by: _____   Department _____

Where to send your completed forms

Send approved form with required accounting information to:

Accounts Payable
Campus Mail Box (CMB) 1042

Or deliver to **Jones Hall Room 018** Accounts Payable InBox
- Monday – Friday, 8 am – 5 pm, except university holidays

PS FINANCIALS TOOLS

Beyond the Basics

- Tips
- Tricks
- Things you should know

Exporting Budget Results to Excel

Select the **Download** link on the grid

	Account	Account Description	Budget	Actual	Encumbered	Pre encumbered	Variance (Fav/ -Unfav)
1	60010	Honorariums	0.00	0.00	0.00	0.00	0.00
2	60011	Consultants	2,500.00	0.00	0.00	0.00	2,500.00
3	60019	Recycling Services	0.00	422.00	0.00	0.00	-422.00
4	60023	Outsourced Services	33,000.00	54,906.08	0.00	0.00	-21,906.08
5	60100	Other Services & Fees	1,200.00	6,509.60	0.00	0.00	-5,309.60
6	61010	Instruct & Resource Materials	5,000.00	3,073.35	0.00	0.00	1,926.65
7	61015	Office Supplies	7,500.00	5,034.95	0.00	0.00	2,465.05

Personalize | Find | First 1-32 of 32 Last

Exporting Budget Results to Excel

When browser display the popup dialog box to ask you what to do, select Open with MS Excel, and click OK
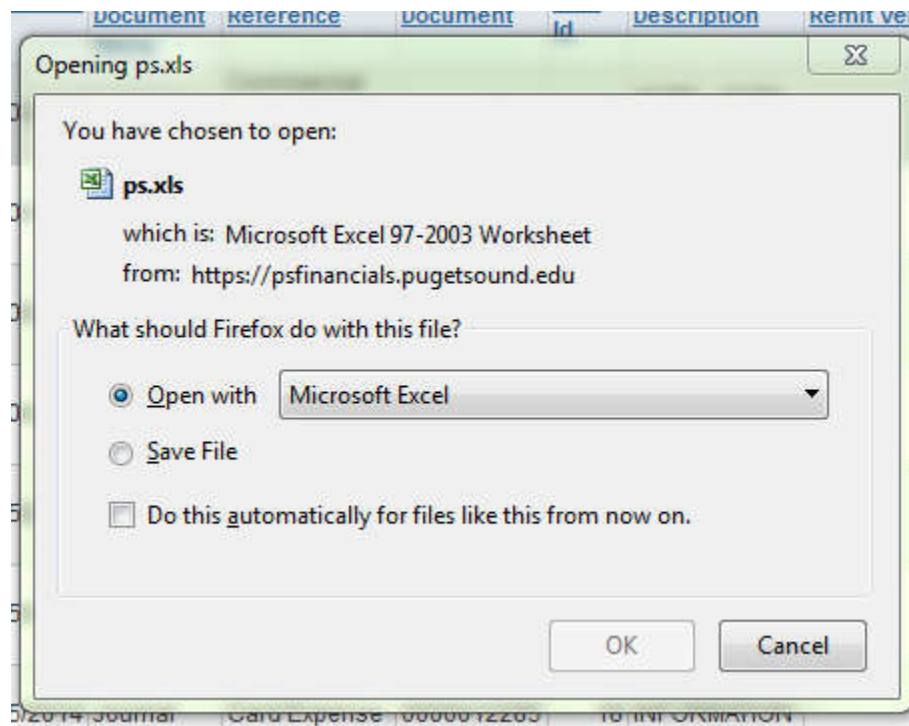
Exporting Budget Results to Excel

If MS Excel displays this warning message about file extension, allow it to open by clicking on the Yes button

Additional Inquiry Tools

AP INQUIRY

Additional Inquiry Tools

AP INQUIRY

If Payment Date is blank, request has not been paid to supplier yet.

Clicking on Voucher ID or Payment Date takes you to same next page.

Additional Inquiry Tools

If paid, payment details such as payment reference and method are shown.

Finance@pugetsound.edu can provide further details of where check was mailed if needed. And also whether the check has cleared the bank.

This page also provides a breakdown of Use Tax and Paid to Vendor if applicable.

Voucher and Payment Details

Details

Fiscal Year 2019	
Fund Code: 10	Fund Description: Educational & Genrl Operating
Department: 4330	Department Descr: Library Acquisitions
Project:	Project Description:
Account: 72010	Account Description: Library Rsrcs-Non Electronic
ChartField 1:	Chartfield1 Description:

PLEASE NOTE: Lines appear to duplicate in grid below when partial payments are involved. This is a display error only. Actual amounts paid do not exceed total amount of invoice/disbursement request. Payment Reference and Payment Date information is correct. Contact finance@pugetsound.edu if further clarification is needed.

Personalize | Find | ⧉ | ⧉ | First ◀ 1 of 1 ▶ Last

	Remit Vendor	Voucher ID	Invoice Number	Invoice Date	Line Id	Description	Amount	Use Tax	Paid to Vendor	Payment Reference	Payment Method	Payment Date	Notes	Note (Y/N)
1	ANITA SAEWITZ	00143485	778	12/17/2018	1	Media	192.68	17.68	175.00	00770974	CHK	01/11/2019	Notes	N

Return

Temporary Requisition Approver if off-campus

ADDITIONAL RESOURCES

Office of Finance: finance@pugetsound.edu

Procurement Office: procurement@pugetsound.edu

Technology Services: servicedesk@pugetsound.edu

Electronic Version of Handouts:
https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/budget-administration-reference-materials-and-training/

Be sure to bookmark: *Resources for Budget Managers*
https://www.pugetsound.edu/about/offices-services/office-of-finance/budget-administration/