

Best Practices for notes, allocations, and approvals of RP documents in the AISystem

Policies Best Practices for Reviewing and Approving RP documents-Remote Purchases in AISystem:

- Policies did not change; please continue to follow ProCard, Travel, Purchasing, and all other University policies.
- ProCard Sweep dates are on the 6th business day of every month and all RP documents not fully approved for that accounting cycle will auto approve in AISystem.
- RP document status is 'Sent' when loaded, 'Open' once Reviewer has saved doc, 'Completed' once approved by approver.
- All disapproved, hold, and incomplete documents will remain in your AISystem work list and will auto approve if not in 'complete' status by the sweep deadlines.
- RP Documents allocated to 35-50, 35-53, and 34-43 budget object codes will route for Dean's level approval. Add IRS guidelines on the RP document note section for all Social and Entertainment expense.
 - Social and Entertainment transactions with original receipt and all IRS guidelines on the RP document are sufficient for auditing purposes. No additional supporting documentation is needed to be retained with original receipt as long as all IRS guidelines are included on the RP document.
- RP Documents allocated to SPA funds will route to SPA for approval:
 - Add specific notes when allocating transactions to SPA funds to prevent additional justification requests and/or disapproval from SPA. Please include what items are being purchased and the business purpose for the purchase.
 - SPA may request backup documents as necessary to ensure compliance with policies prior to approval.
 - All RP documents must contain clear descriptions of what is being charged and comply with the same principles that are applied to all other direct charges made using SPA funds.
 - SPA Area Approvers are the last approver on RP Documents, please assure prompt approval on transactions allocated to SPA accounts.
- RP Documents allocated to an Asset related subclass object will route to Property Accounting for approval :
 - If the purchase relates to an existing asset be sure to add the Reference Asset number in the notes section or in a trailing doc.
 - New assets must be greater than or equal to \$5000. The following information needs to be included in the notes or in a trailing doc:
 - Custodial Department Number
 - PI Name
 - Description
 - Manufacturer Name
 - Model Number
 - Serial Number
 - Building Number
 - Room Number