FSA PROCEDURES

1. All Check Request Forms and W9 Forms shall be completely filled out. (Employees are not required to provide W9).
2. All receipts and invoices to substantiate request must be attached to the check request.
3. Hotels, travel and meals shall abide by the per diem rates found at http://www.gsa.gov/portal/category/21287 and http://www.goer.ny.gov/Employee_Resources/Travel_Information.cfm websites
4. Foreign currencies should be converted to the US dollar using the following website http://www.oanda.com/currency/converter/
5. Vendor payments must include original invoice.
6. All check requests require the approval of the appropriate Department Head.
7. A list of the Department Heads and authorized designee and their signatures shall be submitted to the FSA Accountant at the beginning of each fiscal year by submitting signature cards.
8. The specific FSA department account should be stated.
9. When all completed documents have been submitted the request is then presented to the Treasurer of FSA for review and approval.
10. When approved the check is then issued and submitted to Treasurer of FSA for signature.
11. After the Treasurer of FSA signs the check and it is then presented to either the President or Secretary of FSA for their signatures.
12. When the check is ready an email is sent to the requester or if required, check is mailed to the vendor.
13. Cash Disbursements:
   • Disbursements are made by Check or Bank Wire.(Wires can be done by any of the three signatories Treasurer, President or Secretary of FSA)
   • Checks are prenumbered and the sequence is accounted for monthly.
   • All blank checks are presently kept in a safe in the Accounting Office.
   • Check is matched to the invoices. By the FSA Accountant.
14. Bank Reconciliation is prepared and at the beginning of each month for FSA.
15. Account Payables are checked weekly for prompt payments.