MIAMI-DADE COLLEGE – NORTH CAMPUS
OFFICE OF THE DEAN OF ADMINISTRATIVE SERVICES
PAPER FLOW CHART

REVISED 3/4/2009

- ➤ If no Associate Dean or Director of a School, <u>Dean's</u> signature required.
- ➤ Bolded items under "Distribution" show the final campus signature.

DOCUMENT		DISTRIBUTION
*BUDGET TRANSFERS		
Budget Transfers (to a different GL or Qual under a different user group) **Fund 2**		1) All Budget Transfers are submitted on-line and approved by **Dean of Administrative Services**
MEMO – (Journal Entry or Transfer of Expenditures)		1) Budget Manager 2) **Dean of Administrative Services** 3) Central Accounting (*unless requested to return) 4) Copy to Originator 5) Copy to File
*LEAVES		
New Candidate Leave Request		1) Department Head 2) Division Dean **3) Campus President** **4) Accounts Payable**
Bank Point Request Memo – Instructional (Full-time Faculty)		1) Chairperson 2) Associate Dean or School Director (if applicable) 3) Academic Dean **4) Campus President** 5) Dean of Academic Affairs (M. Secades)
Request for Leave of Absence & Reimbursement (Business Travel) • Temporary Duty • Professional • Substitute Requested • Professional Development		5) Department Head 6) Associate Dean or School Director (if applicable) 7) Division Dean **8) Campus President** **4a)** International Travel College President 9) Human Resources 10) Returned to Department for Action 11) Copy to Flie
Dept. Request & Authorization for Leave of Absence • Professional Staff Accrued • Leave (PSAL) • Personal/less than 30 days • Vacation • Flexible Holidays • Sick leave/less than 30 days • Administrative (subpoena, jury duty) • Illness/injury in line of duty • Non-duty days (Basic & Basic Extended Yr. Contract Faculty)		**Form is completed ON-LINE** **When Submitted it goes directly to their payroll supervisor for approval**

Extended Leave of Absence (More than 30 days) • Military Leave • FMLA • Maternity Leave • **Any Leave request under Department Leave Request category above 30 days is considered Extended Leave**		1) Department Head 2) Associate Dean or School Director (if applicable) 3) Division Dean 4) **Campus President** **5)** Human Resources 6) Returned to Department for Action 7) Copy to File

Instructional (Full-time) with completed SACS form-credit only		1) Department Chair 2) Associate Dean or School Director 3) Academic Dean 4) Dean of Administrative Services 5) **Campus President** 6) Human Resources 7) Copy to **File**, and **Position Control Binder**

Instructional (Part-time or Overload) With completed SACS form-only if teaching credit courses outside of discipline		1) Department Chair 2) Associate Dean or School Director 3) Academic Dean 4) Dean of Administrative Services 5) Human Resources
Non-Instructional (Full-time)		1) Department Chair 2) Associate Dean or School Director (if applicable) 3) Academic Dean 4) Dean of Administrative Services 5) **Campus President** 6) Human Resources 7) Copy to File
Non-Instructional (Part-time)		1) Department Head 2) Associate Dean or School Director (if applicable) 3) Dean of Administrative Services 4) Human Resources

Request for New Position-**P26**		1) Department Head 2) Associate Dean or School Director (if applicable) 3) Division Dean 4) Dean of Administrative Services 5) **Campus President** 6) Human Resources 7) Copy to **File**, and **Position Control Binder**
Paycheck Distribution Change Request		1) Full-time or Part-time employee 2) **Dean of Administrative Services** 3) Human Resources 4) Copy to File

*	***ASTRA***		
	Data Entry Forms		1) Department Head **2) Associate Dean or School Director (if applicable)** 3) Assistant Dean of Academic Affairs
	Limit Exception Memo **Astra Access**		1) Department Head 2) Associate Dean or School Director (if applicable) 3) Academic Dean **4) Campus President** 5) Assistant Dean of Academic Affairs
	Petty Cash (under $100) (If greater than $100 prepare disbursement requisition)		1) Department Head or appropriate Budget Manager **2) Supervisor/next level higher than purchaser** 3) Return to Originator 4) Copy to File
	Monthly Mileage (under $100) (If greater than $100 prepare disbursement requisition)		1) Department Head or appropriate Budget Manager **2) Supervisor/next level higher than purchaser** 3) Return to Originator 4) Copy to File
*	***WORK REQUEST***		
	Campus Services/Maintenance*		Form is submitted **ON-LINE**. Approved by **Campus Manager**
	Quick Jobs		Electronically Input by Campus Facilities Planner **ONLY**. Approved by **Dean of Administrative Services**
	Key Request		1) Department Head 2) Associate Dean or School Director (if applicable) 3) Campus Services 4) Chief of Security (KEYS ONLY) **5) Dean of Administrative Services** 6) Return to Campus Support Services 7) Copy to File
	Furniture Work Order		1) Department Head 2) Campus Facilities Planning **3) Dean of Administrative Services** 4) Return to Campus Facilities Planning

Telecommunication (electronic requests all routed by e-mail to Dean of Administrative Services)	Form is completed **ON-LINE** When submitted it goes directly to **Administrative Services.** After approval sent to **Telcomm.**
*BUSINESS AFFAIRS	
Purchasing Card Request	1) Department Head/ Director 2) Division Dean 3) Dean of Administrative Services **4) Campus President** 5) Purchasing 6) Copy to File
Purchasing Card Reconciliation Report	1) Authorized Purchaser **2) Authorized Approver** 3) Purchasing 4) Copy to Flie
RACF ID Request	1) Department Head 2) Security Admin. Computer Planning & Audit Control
Modification of Chart of Accounts Odyssey Form #15c	1) Department Head 2) Academic Dean (if requesting a new account for the academic areas) **3) Dean of Administrative Services** 4) Copy for Files 5) Business Affairs Security (via fax & hard copy)
Odyssey Approval Path Request (Account) Form #14A and Odyssey Access Request/Change (Personnel) Form#14B	1) Department Head **2) Dean of Administrative Services** 3) Copy for our files 4) Original to Business Affairs
* ODYSSEY STUDENT SYSTEM	
Odyssey Student System computer use access form	1) Department Head **2) Registrar**
* AGREEMENT FOR SERVICES	
Organization/firm (Memorandum of written justification & Board Item must accompany contracts that are $250,000 or greater)	1) Department Head/ Director 2) Division Dean 3) Dean of Administrative Services **4) Campus President** 5) Less than $25,000 - Accounts Payable 6) $25,000 or greater - Provost of Operations 7) Copy to File
Individual (Memorandum of written justification & Board Item must accompany contracts that have a daily rate of $500 or greater)	1) Department Head/ Director 2) Division Dean 3) Dean of Administrative Services **4) Campus President** 5) Less than $500 daily rate - Accounts Payable 6) $500 or greater daily rate - Provost of Operations 7) Copy to File