

SOM- Department of Obstetrics and Gynecology	TITLE: PPG Funds	Policy: FI011
Department Guideline	Date: August 22, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

All faculty, fellows, midwives and residents receive a PPG fund which is to be used to support their professional education. These funds are allocated based on the fiscal year July 1<sup>st</sup> through June 30<sup>th</sup>. All funds must be used within the fiscal year.

### Remittance Authorizations (RA's)

1. Use RA's instead of Site Drafts whenever possible.
2. Fill out RA form putting your name and address in the "Send check to:" line. This ensures the check will be sent to you. If allocating cost to multiple cost centers, ensure that the total charges to all cost centers equals the total amount entered in the "Amount: \$" line above.
3. Attach proper documentation (e.g., receipts or invoices).
4. Enter the RA in the ledger, leaving the date blank. Highlight the line until the check is received. Mark the RA form "L" in the bottom right corner.
5. Obtain proper approval.
  - a. RA's may be authorized by Dr. Lawrence Devoe, Fathy EILaissi, or Dr. Michael Macfee.
6. After approval is granted, send the white form with original backup documentation to PPG.
  - a. If the expense is for travel, send it to Deborah Shinault.
  - b. All other expenses are sent it to Annette Hartfield.
7. Keep the yellow part of the form with copies of backup documentation attached in a pending folder until the checks are received.

When the checks are received: Attach a copy of the check to the yellow RA form. Write on the top of the form who you gave the check to and the date. Do not leave checks in boxes. Hand deliver them if possible. Enter the date authorized in the spreadsheet and remove the highlighting to indicate that the check has been distributed. Put a checkmark on the bottom right corner of the RA to indicate it is complete. File in completed RA drawer.

### Site Drafts

1. A Site Draft can be used for purchases of \$151.00 or less within the Augusta area.
2. Use an RA whenever possible. When an unexpected incident arrives, it is allowable to use a site draft.
3. Site Drafts may be authorized by Dr. Lawrence Devoe or Fathy EILaissi only.
4. The pink copy of the site draft and original receipts must be sent to Sharon Cadden at PPG within 24 hours of purchase. If the expense is for meetings or entertainment a list of attendees is also required.
5. The yellow copy of the site draft with copies of the receipts and attendee list attached is kept in departmental records. Enter all Site Drafts into spreadsheet ledger. Mark the bottom right corner with "L" and a checkmark once entered.

**Retirement Fund**

Emeritus Professors receive a PPG retirement account V2A000 that is to be used only for dues and subscriptions.

**Travel Expenses Reimbursement**

When processing travel expenses against PPG funds, the following must be completed and attached to the RA:

1. MCG Travel Expense Statement (original is required)
  - a. All receipts or proof of payment are required for reimbursement
  - b. The current mileage reimbursement rate is \$0.405 per mile
2. MCG Travel Request form (copy is allowed)

An MCG Travel Request form is also required to pay registration fees. Purchases related to travel may be reimbursed prior to the actual travel dates.

**Automobile Insurance Claim**

Please submit on an RA signed by the dept manager. He must show proof of the deductible and proof that he made a claim with the insurance company.

**Flowers and Memorials**

Flowers are limited to death and hospitalizations (including hospitalizations related to the birth of a baby) for employees and their immediate families. Memorials are in appropriate in lieu of flowers and should be in the same dollar range as the amount that would have been spent on flowers. Flowers are not allowed for any personal event such as a birthday or wedding.

**Reconciliation**

When we receive the print outs of PPG ledgers, I reconcile the transactions to my ledger. Each line item is verified. I mark the printout with a red dot and mark my spreadsheet with an "X" to prove reconciliation.