



# Miscellaneous Expenditures

## Agency/Higher-Ed

# Miscellaneous Expenditures

We are currently using 3 miscellaneous expense business processes within OAKS CI:

- ▶ **Miscellaneous Commit:** Acts as a contract in OAKS CI for vendors whom will not hold a contract in OAKS CI (e.g. utility supplier). The commit must have a supporting Purchase Order recorded in OAKS CI
- ▶ **Miscellaneous Invoice:** Acts as an application for payment in order to pull money from the Miscellaneous Commit. The Miscellaneous Invoice must have a supporting Voucher recorded in OAKS CI

# Miscellaneous Commit

- Acts as a contract for vendors whom will not hold a Contract in OAKS CI. Must be supported with a Purchase Order.

Owner, Owner Financial,  
or Project Coordinator:

Creates Miscellaneous  
Commit

Submit to:

Project Manager for approval

Project  
Manager:

Reviews Record

Submit to:

Owner Financial for  
Funding Certification

Owner Financial:

- a) Review the record for accuracy
- b) Create Purchase Order in own Financial System of Record
- c) Record the PO in OAKS CI
- d) Plug PO into Misc. Commit Record

Submit to:

End Step

For more information about recording a PO and plugging it into a Misc. Commit, see the Purchase Order Job Aid on our Website

# Miscellaneous Invoice

- Used to support payments made against a Misc. Commit. Must be supported by a Voucher.

**Project Coordinator:**  
Creates Miscellaneous Invoice

**Submit to:**  
**Project Manager** for approval

**Project Manager:**  
Reviews and Approves Request

**Submit to:**  
**School District** for Payment Processing

**Owner Financial:**

- a) Review the record for accuracy
- b) Create Voucher in own Financial System of Record
- c) Record the Voucher in OAKS CI
- d) Plug Voucher into Misc. Invoice

**Submit to:**  
**End Step**

For more information about recording a Voucher and plugging it into a Misc. Invoice, see the Voucher Job Aid on our Website

# Questions?

Please contact OAKS CI Support Desk:

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