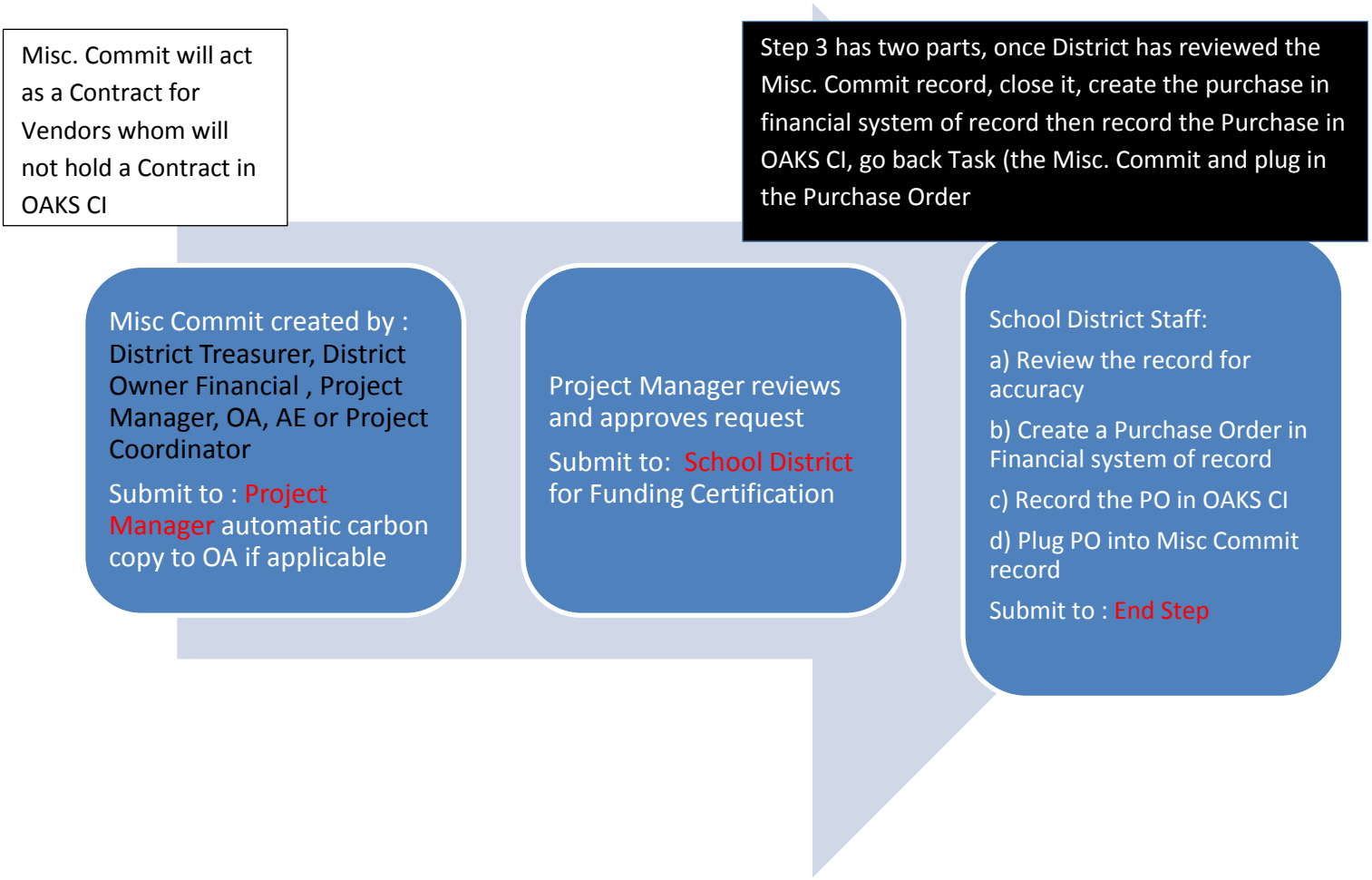
We are currently utilizing 3 miscellaneous expense business processes within OAKS CI:

Misc. Commit – act's as a contract in OAKS CI for vendors whom will not hold a contract in OAKS CI, the commit must have a supporting Purchase Order recorded in OAKS CI.

Misc. Invoice – acts as an application for payment in order to pull money from the Misc. Commit, the Misc. Invoice must have a supporting Voucher recorded in OAKS CI.

Misc. Change Order – this workflow will allow the user to update the Misc. Commit due to changes in amount.



After the Misc. Commit has completed the above process the Misc. Invoice may be created

Misc. Invoice- used to support payments made against a Misc. Commit, it must have a Voucher created to support it

Step 3 has two parts, once District has reviewed the Misc. Invoice record, close it, create the voucher in financial system of record then record the Purchase in OAKS CI, go back to Task (the Misc. Invoice and plug in the Voucher

Misc Invoice created by: District Treasurer, District Owner Financial , Project Manager, OA, AE or Project Coordinator

Submit to : Project Manager automatic carbon copy to OA if applicable

Project Manager reviews and approves request

Submit to: School District for Payment Processing

School District Staff:

a) Review the Misc. Invoice record

b) Create a Voucher in Financial system of record

c) Record the Voucher in OAKS CI

d) Plug Voucher into Msc. Invoice

Submit to : End Step

Misc. Change Order- allows the user to change the amount of a Misc. Commit

Misc Change Order created by: District Treasurer, District Owner Financial , Project Manager or Project Coordinator

Submit to : District Treasurer or Owner Financial

District staff will provide funding certification:

Plug appropriate PO in to Change Order

Submit to : End Step automatic carbon copy to OA