**Secondary Media Budget Guidelines**

**All Purchases**

1. Assign your purchases the appropriate budget number or Accounting will not accept your paperwork and send it back. Remember to use a book budget when purchasing books (either library or legislative book budgets) and to use your supply budget when purchasing supplies.
2. Remember that it is mandatory you provide a 2nd quote when submitting payment to Accounting for any purchase over $499.99 using either a P-card or Pay Voucher.

**P-card Purchases**

1. If your P-card purchases will be coming out of a budget other than your default budget number, remember to go online to US Bank **BEFORE the 20th of the month** and change your budget numbers. If you wait until after the 20th of the month, you will not be able to change them.
2. Your default budget number for P-card purchases can be changed by emailing Jared Gardner in Purchasing with your request. If you buy more books than supplies, you should have your book budget as your default budget number.
3. You can also split a P-card purchase using two different budget numbers. This is what you should do when trying to zero out a budget.

**Budget Transfers and Journal Entries**

1. To access the Budget Transfer/Journal Entry online forms go to: Granite Home Page, Intranet, Department, Budget Development OR from Granite Home Page, Department, Budget Development, Intranet.
2. When submitting a Budget Transfer, Jo Potter will automatically send an email confirmation to you and then a second email when the transfer has been completed -- usually within a day or two.
3. When submitting a Journal Entry, Randy Gibson does these only once a week and you will not receive notification when it’s done, you just have to wait for it to show on your QSS detailed budget report.
4. Remember that you cannot transfer money into or out of your Legislative Book Budget.
5. **DO NOT DEPOSIT cash receipts to your library media budgets!**

**Final Deadline for Spending Media Budgets: March 6, 2015**