

VCUQatar Transaction Summary Chart

As of September 20, 2016 (replaces February 27, 2014)

Transaction	Does VCUQ Enter in eVA?	If Not Entered in eVA, then Process to Follow	Notes
Purchase Orders to Vendors	Yes; must follow procedures outlined in "VCUQatar Internal Purchasing Procedures" document		A vendor invoice must be reviewed and approved by Department prior to submission for Banner Receiving or Payment.
Independent Contractor Agreements (ICA)	Yes; must follow procedures outlined in "VCUQatar Independent Contractor Policies & Procedures" document		Approval for the ICA and Purchase Order are two separate processes. All ICA's must be accompanied by a Purchase Order prior to commencement of services.
Awards and Prizes	Yes; must be accompanied by an "Awards and Prizes" approval form		Contact VCUQ Senior Buyer and Senior Payment Officer
Petty Cash-Fund Replenishment	No	Direct Pay form with receipts and associated documentation scanned to Senior Payment Officer	Fund base amount is QAR 15,000; replenish when it reaches QAR 7,500.
Petty Cash-Reimbursements	No	Need approval from Associate Dean for Administration and Department Head with original receipt and associated documentation attached	May reimburse employees using Petty Cash up to 500 QAR per transaction. ADSL, ICAs, Revenue Refunds and Travel should not be reimbursed through Petty Cash as the standard rule.

Personal Reimbursements	No	Personal Reimbursements are to be processed using Chrome River	Contact VCU Richmond Travel Team with questions
Travel Reimbursements (includes business meals)	No	Food and Travel Expense Reimbursements are to be processed using Chrome River	Contact VCU Richmond Travel Team with questions
Revenue Refunds to Individuals or Organizations	No	Revenue Refund Voucher with associated documentation and required approvals scanned to Senior Payment Officer	Notate physical location of original receipts for prompt processing on Revenue Refund Voucher
Monthly VCU Reimbursements, Management Fee, or Prepaid Compensation	No	Requires Internal Transfer Form signed by VCU-Q Dean and then funds are transferred through QNB	

Real Estate (Lease) Payments for Employee Housing	No; VCU-R Real Estate Services (RES) enters lease into eVA		RES enters the lease in eVA and Receives in Banner
Utility Bill Payments	Yes		
Tuition Payments to Schools Listed Below** and Scholarships (Grants in Aid) paid to QF	Yes		
Catering and Conference Space (Hotel and non-hotel)	Yes		Catering functions and conference space must be processed through a Purchase Order. All catering requests must be approved in advance.
Individual Business Travel though Travel Agency	No	All individual business travel must be approved in advance and accompanied by a Travel Authorization (TA) form	Payment processed through Travel Agency Credit Lines
Group Travel/Student Field Trips/Press Conferences through Travel Agency	Yes; Requires Travel Authorization form for all individual travelers and catering approvals for food, if applicable		Payment to vendor through Purchase Order; Reimbursement to travelers through Chrome River, if applicable

****Schools:**

American Academy School
American School of Doha
Al-Jazeera Academy
Al Khor International School
Cedars Tutoring Program
Compass International School
Doha Montessori British School
Doha College
Doha English Speaking School
Doha Modern Indian School
Lycee Voltaire (French School)
Lycee Bonaparte (French School)
International School of London
Newton International School
Park House English School
Qatar Academy
Qatar Canadian School
Qatar International School
The Cambridge School for Boys & Girls
The Gulf English School