

Answers to Frequently Asked Questions

Q: How do I get a supply of requisitions, travel advance and travel expense forms?

A: Requests for forms may be sent to Porsha French via e-mail at pfrench@msm.edu, fax (404) 752-1161 or inter office mail to Finance Department, Porsha French. You may also obtain a supply of requisitions by coming directly to the Finance Department located in the Gloster Bldg, Rm. 135.

Q: Where can I find a policy on travel?

A: The travel policy can be found on the intranet, Administration, MSM Policy Manual. The link is <http://web.msm.edu/MSMpolicies/table620.htm>

Q: Who is responsible for paying the bills for my department?

A: The Accounts Payable staff is responsible for paying the bills incurred by the institution. However, proper documentation must be forwarded to the Accounts Payable department before payments can be made. It is important that once you receive your merchandise that you send all packing slips and/or gold copies showing receipt of your merchandise by the next business day.

Q: What is a blanket purchase order?

A: A blanket purchase order is prepared to “encumber” (commit or reserve funds against the budget for goods or services. The encumbered funds are used to pay an invoice as those goods or services are received.

Q: When is the end of the institution’s fiscal year?

A: Morehouse School of Medicine’s fiscal year ends on June 30th of each year.

Q: How do I find the correct object code?

A: Object codes are found in the [Chart of Accounts](#) which also has object code definitions.

Q: How do I know what the year end closes out procedures are?

A: The close out procedures may be found on our [home page](#).

Q: What items are tagged once received by the Institution?

A: The current threshold for which an inventory of fixed assets is maintained is \$500, with a life expectancy of three or more years.

Q: How do I know when an invoice is paid?

A: Please refer to the FITS inquiry screen to determine if your requisition or invoice has been paid.

Q: What is FITS?

A: FITS is the Finance Information Tracking System. Institutional users are better able to determine the status of requisitions, purchase orders, payments and view other financial information.