

## AU FACULTY LED AUBURN ABROAD PROGRAMS: PROGRAM PLANNING:

### SETTING UP NEW OPERATING ACCOUNTS (Revised 8/20/08)

1. The following AU Business Office form is needed to set up new accounts:  
[http://www.auburn.edu/administration/business\\_office/pdf/bo5530.pdf](http://www.auburn.edu/administration/business_office/pdf/bo5530.pdf)
2. Items to attach to the form (needed to complete the New Account Set Up Package to be sent to the AU Business Office, Office of the Controller/Financial Reporting):
  - a. Program Referral form signed by Dean. The Dean of the college must approve an Auburn Abroad program and submit the Program Planning Approval Form to Office of International Education (OIE) prior to AU Business Office setting up any accounts and Auburn Abroad (OIE) developing program plans.
  - b. Risk Management must approve before sending to AU Business Office and the approval should be attached.
  - c. Program description (can use 2-page flyer)
  - d. Syllabus (Rough Draft is acceptable)
  - e. Timeframe/ Itinerary (Rough draft is acceptable)
  - f. Copy of contract, proposal with vendors or AU agreements (Note: these can be unsigned if you note that these contracts/proposals are “in progress”)

3. Deliver the New Account Request Package to the Office of the Provost for approval before sending to the AU Business Office, Office of Controller/Financial Reporting.

Note: The Provost will approve New Account Request Packages that comply with AU Business Office requirements.

4. Deliver New Account Request Package to the AU Business Office, Office of Controller/ Financial Reporting (321 Ingram Hall).
  - a. Contact for setting up accounts: *Debbie Heidepriem* < [heidedj@auburn.edu](mailto:heidedj@auburn.edu) >
5. Plan early, as it does take time to get the necessary information collected and processed through all departments.
6. The Office of the Controller/Financial Reporting will set up the account and email you the Operating Account Number.
7. Use this number when you want to charge the cost of the program to students, through Student Financial Services.
  - a. Contact for billing through the Student Financial Services: *Dianne Knight* < [knighdb@auburn.edu](mailto:knighdb@auburn.edu) >

#### 8. **BILLING PROGRAM FEES:**

- a. Student Financial Services (SFS) will be able to bill two installments for each program.
- b. Use “Installment 1” instead of the word “Deposit” for the first charge to the student. This wording change is per the request of Student Financial Services.
- c. To bill students through Student Financial Services, please send SFS the following:
  - i. Each student’s name and student ID number.

- ii. Amount to be charged to each student.
- iii. Refer to the annual billing schedule posted on the Student Financial Services website so that your charges are posted to the monthly billing cycle run. Send in your list to Student Financial Services two weeks prior to the billing cycle date.  
[http://www.auburn.edu/administration/business\\_office/sfs/](http://www.auburn.edu/administration/business_office/sfs/)  
(Date you want the amount charged (you can bill on the cycle or off the cycle. If billing off-cycle, email students to check the “current activity section” on their bursar screen.)

9. **PAYING YOUR PROGRAM VENDORS:**

- a. Your international partner university must register with the AU Business Office in order to have their invoices paid.
- b. Per AU Vendor Center Instructions: Bids, quotes, purchase orders and payments will all be driven by vendor enrollment in the AU Vendor Center. Only those vendors who have enrolled on the AU Vendor Center will be assured of being able to do business with Auburn University. To register, simply complete the registration process that begins with the New User Registration screen.
- c. LINK: <https://secure.auburnuniversity.net/system/register.mv?type=Vendor&domain=vendor>
- d. Need assistance with International Vendor Registration? Please contact Sharon Storrs <[storrs1@auburn.edu](mailto:storrs1@auburn.edu)> in the AU Business Office, Office of Procurement and Payment Services.