**BOA WORKSHOP**

**GL ACCOUNTS, ETC.**

**November 20 & December 12, 2019**

**Agenda**

* Welcome and Introductions
* Elissa Brown, Sustainability Coordinator
* New General Ledger Codes
	+ 5701 Mileage Reimbursement
	+ 5702 Vehicle Fuel Purchases
	+ 5705 Domestic Air Travel
	+ 5202 Local Meals
* Existing General Ledger Codes
	+ 5700 Travel
	+ 5720 Foreign Travel – Must include country in description
	+ 5514 Equipment over $10,000
	+ 5512 Computer over $10,000
	+ Computer Codes
* How to Get General Ledger Codes Set Up
	+ Existing
	+ New
* Invoices Split Between Departments
* Contact List for BOA
	+ Use payroll@whitman.edu and payables@whitman.edu
	+ Who’s Doing What!
* Charitable Contributions to Outside Non-Profit Organizations
* Web Budgets

**WHITMAN COLLEGE**

**Financial Support to Non-Profit Organizations**

Given our non-profit educational mission and commitment to making a Whitman education accessible to students regardless of their ability to pay, Whitman rarely uses our limited funds to support other non-profit organizations. However, from time to time it may make sense to do so.

In these cases:

* The donation must be approved by the appropriate member of the president’s cabinet.
* The organization must be a registered 501(c)3 non-profit organization.
* The cause must align with our educational mission or support Whitman students.
* The organization or cause must not have any partisan political affiliation.
* Preference will be given to organizations with a substantial presence in/focus on the Walla Walla Valley.