



Retrieval Name
 Approval of Hurricane Expenses for
 Restricted Fund Coding1.doc
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Issue/Rev Date: _____
Originator:
 Financial Services Division
Supercedes: _____

Health Care Services Division
Finance Policies and Procedures

Disaster Recovery Procedures

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU	HCS D
CITATION:				
PROCEDURE NAME:			Approval of Katrina and Rita Recovery Expenses	
PURPOSE:			<p>It is in the best interest of the organization to properly document and have adequate supporting documentation to maximize the potential recovery of funds spent during Hurricane Katrina and Rita and the recovery period associated with the Hurricane from outside sources, (i.e. FEMA, ORM, other sources). Therefore, it is appropriate to have an administrative review and approval process in place to understand the FEMA reimbursement policies and procedures, the ORM coverage and policies, and those other related reimbursement methodologies and opportunities</p>	

RESPONSIBLE PERSON	ACTION STEPS
Hospital Administration, Department Heads, Purchasing or other designated staff	Submit proposed Katrina or Rita related expense items for payment or prepare requisition for procurement accompanied by supporting documentation .
	Submit to Hospital CFO or other designated Hospital Administration staff member for approval of Katrina or Rita PeopleSoft



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RESPONSIBLE PERSON	ACTION STEPS
	Financials coding
CFO or designated staff member	Use FEMA and ORM guidelines as received from the HQ Coordinator. If questions or issues arise, contact Coordinator for assistance and clarification
	If approval given, then code the documentation as appropriate based on restricted fund/project number combination and the DeptID and account numbers appropriate for the particular expense.
	Submit to purchasing and /or accounts payable for further processing depending on if next actions is: <ul style="list-style-type: none"> • Purchase Order • Express Voucher
Purchasing/ or Accounts Payable	Input documentation and prominently mark “Related to Katrina” or “Related to Rita” on all supporting documentation.
HQ Finance Staff	Monitor procurement and accounts payables via PeopleSoft Queries concerning coding and processing of Katrina and Rita related expense items.
	Submit reports to senior management as needed.