



Retrieval Name:  
 Hurricane related expense express  
 voucher approval process.doc  
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 Issue/Rev Date: September 26, 2005  
 Originator:  
 Financial Services Division  
 Supercedes: \_\_\_\_\_

**Health Care Services Division**  
**Finance Policies and Procedures**

**Disaster Recovery Procedures**

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU	HCSD
<b>CITATION:</b>				
<b>PROCEDURE NAME:</b>				
Approval of Potential Hurricane Katrina and Rita related expenses using PS accounts payable express voucher. (No PeopleSoft purchase order completed)				
<b>PURPOSE:</b>				
To establish the appropriate process to charge a potential Katrina or Rita related expense to the Disaster Recovery Fund/Katrina or Rita Project Combination using a PeopleSoft accounts payable express voucher in lieu of a PeopleSoft Purchase Order.				

RESPONSIBLE PERSON		ACTION STEPS
Hospital CFO/H.Q. Finance Staff		Secure proper documentation from management and/or purchasing (Hospital or HQ) to support the indicated expense
		Match appropriate invoice, receiving documentation and approval for payment authorization.
		Confer with HCSD FEMA Coordinator and/or Hospital CFO as to the appropriateness and reimbursement potential from either FEMA or ORM of the expense.



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RESPONSIBLE PERSON		ACTION STEPS
		If not an appropriate expense for reimbursement purposes, but due to a Katrina or Rita type activity, (unallowable cost), charge the expense item to the hospital operating fund and the Katrina DeptID: (21000010) or Rita DeptID: (21000011)
		Complete appropriate PeopleSoft express voucher following standard PeopleSoft Financials Procedures