



STATE OF TENNESSEE  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
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COMMISSIONER

MAUREEN ABBEY  
FISCAL DIRECTOR

**MEMORANDUM**

TO: Agency Fiscal Staff  
Capital Projects Management Staff

FROM: Felenceo Hill  
Capital Projects Finance Director

DATE: September 1, 2010

SUBJECT: Capital Outlay Fixtures, Furnishings, and Equipment Expenditures

As part of the migration of Capital Projects to Edison a new process was developed to handle FF&E expenditures. A memo was sent out July 2009 to all capital project contacts explaining this process. Updates to the process have been developed and are included below and should be followed on all future FF&E expenditures.

**FF&E Expenditure Process with new Capital Projects Code (xxx.82)**

- 1) SBC approves capital project.
- 2) Agency prepares requisition/purchase order for FF&E items as required.

You must select the document type "**FFE**" when completing a requisition to ensure proper routing for approval. Request must include:

- a. SBC project number
  - b. Source of funds as approved by SBC
  - c. Description of items
  - d. Other information as deemed necessary
- 3) Agency Fiscal Officer must approve request in Edison in capital projects code (xxx.82). Any purchase not processed using the document type "FFE" **WILL NOT** be reimbursed by the capital projects fund.

- 4) Edison approval sequence includes three approval levels:
  - a. Agency Fiscal Officer - Approvals will include appropriate capital, procurement, and fiscal staff as required.
  - b. F&A Office of Business Finance - Approvals will be routed to RPA project manager and then back to OBF for approval. The RPA project manager will be responsible for review of items to insure it matches the approved SBC action.
  - c. F&A Capital Budget Coordinator – Approvals will include the Capital Budget Coordinator and other approvals deemed necessary by the Budget Office.
  
- 5) **When your requisition is approved and before you convert it to a purchase order, your agency must ensure each requisition has all three approvals.** If any of these approvals are missing, this charge will not be reimbursed and will be an operational budget expense subject to all spending guidelines in effect at that time.
  
- 6) Once approved and funds are expended, the agency shall process inter-unit (IU) journals to the capital projects fund for reimbursement. This will be reflected as a reduction of expenditure for the agency capital projects code (xxx.82). Please include the invoices and an Excel spreadsheet to support the reduction of expenditures with the following information:
  - a. SBC #
  - b. requisition#
  - c. p.o.#
  - d. voucher #
  - e. voucher effective month
  - f. amount

