

FINANCE PROCEDURE MANUAL	TITLE: Interdepartmental Charges for Professional Development	
	NUMBER: FIN-SAS-017	VERSION: 01
	ISSUED DATE: 11/16/2010	REVISION DATE: 2/13/2013

➤ **Purpose:**

To process charges to a College Department for course(s) that are not eligible under the Full Time College Employee and Dependent Waiver Procedure ([FIN-SAS-013](#)).

➤ **Definitions:**

Customer Number (Record): A unique alphanumeric, number(s) and/or letter(s), code assigned in PantherNet to an agency or internal organizational unit used to process fees and charges.

[Interdepartmental Charges for Professional Development \(ICPD\) Form:](#) Form required to be completed in order to have a College Department pay for a course that is not eligible under the Full Time College Employee and Dependent Waivers Procedure.

Organizational Unit: Coding within the budget structure that allows for clear identification of an area of responsibility and managerial responsibility/authority. These areas of responsibility may also be referred to as divisions, departments, sections, or offices. The numbering of the organizational unit is based on the [Accounting Manual for Florida's College System](#).

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

➤ **Responsibility:**

Employee: Completes the [ICPD Form](#) and submits for approval.

Supervisor: Reviews [ICPD Form](#) and approves/denies request.

Cashier's Office: Applies tuition charges to appropriate customer/contract in PantherNet.

➤ **Procedure Details:**

1. Employees are required to use the Full Time College Employee and Dependent Waivers Procedure ([FIN-SAS-013](#)) for any eligible course(s). When courses are not eligible under [FIN-SAS-013](#) and still considered to be needed for professional development, the [ICPD Form](#) and procedure must be used.
2. Employee obtains, completes, and signs the [ICPD Form](#).
3. Employee submits completed form to the Supervisor.
4. The Supervisor must verify there is sufficient budget available in the appropriate organizational unit.
5. The Supervisor reviews the [ICPD Form](#) and completes the Interdepartmental Authorization.
6. If approved, the employee can then register for the course(s) through the standard registration methods.
7. Employee submits the schedule and approved [ICPD Form](#) to the Cashier's Office for processing.
8. The Cashier's Office applies tuition charges to the appropriate customer/contract in PantherNet. This will debit (charge) the authorized organizational unit for the cost of the course(s).
9. Any changes made to the employee's schedule after the add/drop period will not be applied back to the organizational unit. Exceptions can be addressed under the normal refund appeal process.
10. Interdepartmental charges are not contingent upon attendance or grades.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

Interdepartmental Charges for Professional Development (ICPD) Form:

<http://www.palmbeachstate.edu/finance/Documents/ARForm-InterDeptChargesForProfDevForm.pdf>

College Full Time College Employee and Dependent Waivers Procedure:

FIN-SAS-013: <http://www.palmbeachstate.edu/finance/Documents/FIN-SAS-013.pdf>