

**WARTBURG COLLEGE  
EXPENSE PROCESSES AND FORMS IN THE BUSINESS/CONTROLLER'S OFFICE  
SEPTEMBER 2004**

The purpose of this diagram is to provide you with a quick reference as to which process and form you need to use in order to pay for an item. Please see separate procedures for each process. See also the Purchasing Policies and Procedures which documents special purchases that require additional approval (e.g. purchases greater than \$2,000).

