## Services Index

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### Description

The Office of Accounting Services performs accounting, reporting, and record keeping functions for LSU’s System Office, LSU AgCenter, LSU at Alexandria, LSU at Eunice, LSU System Office, and Pennington Biomedical Research Center. Donna K. Torres is Associate Vice President for Accounting Services and reports to Daniel T. Layzell, Vice President for Finance and Administration & CFO. The Vice President is responsible for overall management of the office and accounting for all financial transactions in accordance with applicable State and Federal laws as well as University regulations, policies, and procedures.

The Office of Accounting Services at LSU has approximately 80 employees and 30 students involved in the divisions above. Each division is described on the back page of this page and an alphabetized Services Index below provides contact information for specific issues.

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## Administration

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### Who we are and what we do

The Office of Accounting Services performs accounting, reporting, and record keeping functions for LSU, LSU AgCenter, LSU at Alexandria, LSU at Eunice, LSU System Office, and Pennington Biomedical Research Center. Donna K. Torres is Associate Vice President for Accounting Services and reports to Daniel T. Layzell, Vice President for Finance and Administration & CFO. The Vice President is responsible for overall management of the office and for accounting for all financial transactions that occur in accordance with applicable State and Federal laws as well as University regulations, policies, and procedures.
Administration (ADM) consists of all Distribution/Front Desk and Imaging personnel. Distribution/Front Desk personnel are responsible for printing and distributing checks, ledgers and other reports. Additionally, this section is responsible for the sorting and distribution of all incoming and outgoing mail of Accounting Services.

Imaging manages all document imaging activities related to responsibility for the physical maintenance and custody of University financial documents in accordance with approved record retention schedules. Imaging activities include the organizing, indexing, processing, reproduction, filing, retrieving, distribution, imaging, preservation and disposal of documents and records.

This division processes all disbursement requests other than payroll, is responsible for paying invoices for goods and services furnished by the University by companies and organizations. Accounts Payable (AP) & Travel issues travel advances, reimburses authorized travel expenses, issues checks for credit balances on student accounts, sales taxes, consultant fees, registration fees, plant fund payments for construction and renovation, non-employee nonresident alien payments, and all other University disbursement obligations, with the exception of payroll.

AP administers the LaCarte Procurement Card program and audits all purchases for compliance with University and State procurement regulations. AP provides training and support for Shorts Travel Online, the on-line self-booking reservation system.

AP ensures compliance with Federal regulations regarding payments made to or fee exemptions processed on behalf of international nonresident alien students and payments made to visiting nonresident non-employee nonresident alien scholars. AP administers tax withholding on payments and establishes student Accounts Receivable as required by Federal law. AP monitors and ensures compliance with income tax treaty benefits claimed by international students and visitors.

AP manages the control and clearance of prior year purchase orders, maintains the retainage account for construction projects, processes journal vouchers for correction of unrestricted and auxiliary ledgers, prepares 1099 and 1042 income forms for payments to non-employees and nonresident aliens, and prepares various reports as required by the University and the State.

SPA also administers Personnel Activity Reports (PARs) for the documentation of effort and salary cost sharing on sponsored projects. r 06/04/11