

# EXPENDITURE APPROVAL REQUIREMENTS

## Business Meals <sup>1</sup>

Business Meals	Supervisor/PI /Org Head <sup>2/3</sup>
Entertainment or Recruitment	Dean, Director or above <sup>4/3</sup>
Refreshments (for meetings)	Authorized Signatory <sup>2/3</sup>
Alcoholic Beverages <sup>5</sup>	Dean, Director or above <sup>4/3</sup>

## Campus Orders

Lab or Office Supplies	Authorized Signatory <sup>2</sup>
Business Meals	Supervisor/PI/Org Head <sup>2/3</sup>
Services	Authorized Signatory <sup>2</sup>

**Check Requests** (Other than noted exceptions) Authorized Signatory <sup>2</sup>

Consultant/Independent Contractor Agreements Activity	Contractor & Dept signatures on agreement
Project (Activity requirements plus...)	Sponsored Projects, Research Accounting

## Memberships <sup>6</sup>

New	Dean or Director
Renewal	Direct Supervisor/Org Head

## Other

Authorized Signatory <sup>2</sup>

- Check Requests (Other than noted exceptions)
- Lab or Office Supplies
- Limited Purchase Check (Other than noted exceptions)
- Limited Order (Other than noted exceptions)
- Non-employee expense reimbursements <sup>7</sup>

Purchase Order invoices Authorized Signatory <sup>2</sup> *in the Buying Department*

**Petty Cash Reimbursements** Petty Cash Custodian & Department Head

**Special Approvals** (See *Accounts Payable Expenditure Review Process* for more details)

		Gen Acctg	Gr & Con Acctg	Prop Acctg	Tax Svc
<b>Campus Orders</b>					
	> \$1,000			[ √ ]	
	Having Accts Beginning With '61'			[ √ ]	
	Projects		[ √ ]		
	Marked For Personal Benefit <sup>8</sup>				[ √ ]
<b>Check Requests</b>					
	> \$1,000	[ √ ]			
	Having Accts Beginning With '61'			[ √ ]	
	Projects		[ √ ]		
	Foreign Vendors				[ √ ]
	Could Be For Personal Benefit <sup>8</sup>				[ √ ]
<b>Limited Orders</b>					
	> \$1,000			[ √ ]	
	Having Accts Beginning With '61'			[ √ ]	
	Could Be For Personal Benefit <sup>8</sup>				[ √ ]
<b>Invoices Payable to Foreign Vendors</b>					[ √ ]

<sup>1</sup> Including direct payments using LPC's and Limited Orders, or reimbursements to employees or students.

<sup>2</sup> PI, authorized alternate signatory on chartfield, Department Chair/Head, Org Head. See [Policy 3-003](#), Section IV.A.

<sup>3</sup> Next higher supervisory authority not in attendance. See sentence 2 in [Policy 3-031](#), Section V.B.

<sup>4</sup> See [Policy 3-031](#) Section V.B.

<sup>5</sup> Business meals or functions that include alcoholic beverages.

<sup>6</sup> See [Policy 3-192](#), Section IV.B.2.

<sup>7</sup> Business meals, supplies, and travel expenses.

<sup>8</sup> Expenditures that are solely for personal benefit or purposes other than those that benefit the university are prohibited. See [Policies 3-060](#), Sections III.B.1, III.D.1.a-f., and [3-003](#), Section III.B. Tax Services is required to review all expenditures for goods or services that appear to be personal in nature, regardless of the approval authority or procurement method.