

# GUS Cloud Workflow Approvals

## Cash Reimburements (GUS Cloud Expenses Module)

Expense Report Owner Approval (All \$ Amounts and submitted by a delegate)

Business Office Pre-Audit (All \$ Amounts)

Supervisor Approval - Job Level 20 (Amounts > \$250 and <= \$5,000)

Chair Approval - Job Level 25 (Amounts > \$5,000 and <= \$10,000)

Dean Approval- Job Level 30 (Amounts > \$10,000 and <= \$25,000)

VP Approval - Job Level 40 (Amounts >\$25,000 and <= \$1,000,000)

President Approval - Job Level 50 (Amounts > \$1,000,000)

Professional Development Fund Approval (Cost Center = 1150110)

Provost Professional Development Fund Approval (Cost Center = F1100105)

Foundation Approval (Funds 4xxx)

Foundation Board Approval (Funds 4xxx and Amount >= \$10,000)

Cost Center Manager Approval (Amounts > \$500 and CC not Employee's Default CC)

Business Office 2nd Audit (All \$ Amounts)

## Procurement Card Transactions (GUS Cloud Expenses Module)

Expense Report Owner Approval (All \$ Amounts and submitted by a delegate)

Supervisor Approval - Job Level 20 (Amounts > \$250 and <= \$5,000)

Chair Approval - Job Level 25 (Amounts > \$5,000 and <= \$10,000)

Dean Approval- Job Level 30 (Amounts > \$10,000 and <= \$25,000)

VP Approval - Job Level 40 (Amounts >\$25,000 and <= \$1,000,000)

President Approval - Job Level 50 (Amounts > \$1,000,000)

Professional Development Fund Approval (Cost Center = 1150110)

Provost Professional Development Fund Approval (Cost Center = F1100105)

Foundation Approval (Funds 4xxx)

Foundation Board Approval (Funds 4xxx and Amount >= \$10,000)

Cost Center Manager Approval (Amounts > \$500 and CC not Employee's Default CC)

Business Office 1st Audit (All \$ Amounts)

Business Office 2nd Audit (Amounts > \$5,000 plus random sample of remaining)

## Non-PO Invoices (GUS Cloud Payables Module)

Business Office Pre-Audit (All \$ Amounts)

Supervisor Approval - Job Level 20 (Amounts > \$500 and <= \$5,000)

Chair Approval - Job Level 25 (Amounts > \$5,000 and <= \$10,000)

Dean Approval- Job Level 30 (Amounts > \$10,000 and <= \$25,000)

VP Approval - Job Level 40 (Amounts >\$25,000 and <= \$1,000,000)

President Approval - Job Level 50 (Amounts > \$1,000,000)

Professional Development Fund Approval (Cost Center = 1150110)

Provost Professional Development Fund Approval (Cost Center = F1100105)

Business Office 2nd Audit (Amounts >= \$5,000 and Funds not like 4xxx)

Foundation Approval (Funds 4xxx)

Foundation Board (Funds 4xxx and Amount >= \$10,000)

## PO Invoices (GUS Cloud Procurement Module)

REQ Supervisor Approval - Job Level 20 (Amounts > \$500 and <= \$5000)

REQ Chair Approval - Job Level 25 (Amounts > \$5,000 and <= \$10,000)

REQ Dean Approval - Job Level 30 (Amounts >\$10,000 and <= \$25,000)

REQ VP Approval - Job Level 40 (Amounts >\$25,000 and <= \$1,000,000)

REQ President Approval - Job Level 50 (Amounts > \$1,000,000)

REQ Foundation Approval (Funds 4xxx)

REQ Foundation Board (Funds 4xxx and Amount >= \$10,000)

Professional Development Fund Approval (Cost Center = 115110)

Provost Professional Development Fund Approval (Cost Center = \*\*)

Purchasing Audit REQ (All \$ Amounts)

Business Office Audit Invoice (All \$ Amounts)

\*\*F1100105, F1100175, F1100175, F1100171, 1100298