

Approval Matrix

Purchasing Requisitions	
Sponsored Activity - \$1,000 and over (Distribution Line)	DeptID Certified Approver

Accounts Payable Vouchers	
Sponsored Activity - \$1,000 and over (Distribution Line)	DeptID Certified Approver

Employee Expenses	
Sponsored Activity – Any Amount	DeptID Certified Approver

General Ledger Journals	
Sponsored Activity – Any Amount (Journal Source at Trans Header)	DeptID Certified Approver
Sponsored Activity – Any Amount (Journal Class at Trans Header)	SFR Approver (Pool of approvers defined using PS Security Role)

Contract For Professional Services Requisitions	
Sponsored Activity - \$1,000 and over (Distribution Line)	DeptID Certified Approver
SPA Approval Required Based on Review of CPS Attributes	SPA Approver (Selected Manually in System by Certified Approver)

Procurement Card	
Sponsored Activity (Distribution Line)	DeptID Certified Approver