

Approval Request Form

Requests: All requests for the purchase / payment of non-event and non-travel related items, should be accompanied by this form and submitted to Business Operations ServiceNow ticket system. Please be sure to include any additional information that is relevant to your request.

REQUESTOR INFORMATION	
Name:	Phone:
Department:	Email:
Date Prepared:	Date Needed By:
Payment Type:	Total Amount:

COA & APPROVAL				*COA & Approval Required for All Transaction Types					
Entity	Fund	Activity	Account	Function	Program	Project	Flex 1	Flex 2	Amount

 FAO/ Department Head (Print Name) Signature Date

 SRP Approval (If Applicable) Signature Date

BUSINESS TRANSACTION INFO	*Please send to BusOps for additional signature routing
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A. Business Purpose / Description:

B. Department Budget Review:		<i>To Be Completed by Business Operations ONLY</i>
Funding is Available: <input type="radio"/> YES <input type="radio"/> NO	Funding Balance:	
COA Provided Has Been Verified: <input type="radio"/> YES <input type="radio"/> NO	Verified By:	

 SOM Controller (Print Name) Signature Date

C. Approvals:

*CFAO approval is required for items not on the budget or for anything over \$10,000.
 Dean's approval is required for exceptional-type items only or for expenses related to the Dean's direct reports.*

CFAO Approval Required: <input type="radio"/> YES NO	Dean's Approval Required: YES NO
Business Operations Recommendation: APPROVE DENY	
Comments:	

 SOM CFAO (Print Name) Signature Date

 SOM Dean (Print Name) Signature Date