

MICA SPEND APPROVAL THRESHOLDS

REQUISITION

- Buyer (review requisition)
- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000

PURCHASE ORDER (if not previously approved on requisition) & CHANGE ORDER

- Buyer (review requisition)
- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000

INVOICE (if not previously approved on requisition, purchase order or invoice request)

- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000
- Accountant - All
- Controller - > \$2,000
- Chief Financial Office > \$25,000
- 2nd Vice President > \$ 25,000

AD HOC PAYMENT (if transaction is from Student Refund Integration then following workflow:

- Customer Deposit Specialist
- Director of Student Accounts > \$10,000
- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$25,000
- 2nd Vice President > \$ 25,000

All other AD HOC Payments

- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000
- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$25,000
- 2nd Vice President > \$ 25,000

PCard TRANSACTION VERIFICATION (if not previously approved on requisition, purchase order)

- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000

All transactions

- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$5,000
- 2nd Vice President > \$ 10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000

SPEND AUTHORIZATION

If prepared by delegate, employee -

- Employee's Manager
- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all

If request for cash advance -

- Cost Center AVP >\$500
- Cost Center VP > \$1,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000
- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$25,000
- 2nd Vice President > \$ 25,000

CUSTOMER REFUND

- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$25,000
- 2nd Vice President > \$ 25,000

EXPENSE REPORT

If prepared by delegate, employee -

- Employee's Manager
- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$500
- Cost Center VP > \$1,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000
- Accountant - all
- Controller - > \$2,000
- Chief Finance Officer > \$25,000
- 2nd Vice President > \$ 25,000

SUPPLIER INVOICE REQUEST

- Gift, Grant and Project Manager - all if tags exist
- Cost Center Manager - all
- Cost Center AVP >\$5,000
- Cost Center VP > \$10,000
- Restricted Fund Manager (Lucas Fund and Grad Endow Fund) > \$2,000