By default, Fund Financial Managers (FFMs) or Principal Investigators (PIs) are considered approvers for any transactions posted to their fund or grant. When warranted, FFMs/PIs may delegate this approval.

<table>
<thead>
<tr>
<th>Type of financial transaction</th>
<th>Is FFM/PI approval required (local approval)?</th>
<th>May the FFM/PI delegate approval (local approval)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Requisitions</td>
<td>![icon] electronic approval</td>
<td>![icon] Up to $10,000</td>
</tr>
<tr>
<td>Invoices in the amount of $10,000 or higher</td>
<td>![icon] wet signature</td>
<td>![icon] For all funds except research grants and contracts</td>
</tr>
<tr>
<td>Reconciled PCard transactions</td>
<td>![icon] electronic approval</td>
<td>![icon]</td>
</tr>
<tr>
<td>Payment Requests</td>
<td>![icon] wet signature</td>
<td>![icon] Some restrictions apply</td>
</tr>
<tr>
<td>Requests for Advances and Expense Reimbursements</td>
<td>![icon] wet signature</td>
<td>![icon] Some restrictions apply</td>
</tr>
</tbody>
</table>

Definitions of terms:
Approver = The individual deemed to intercept, review and approve transactions originated by others and charged to funds within their jurisdiction.

Browse > Purchases & Payments folder
Article 6124
Delegation cont’d

The associated forms/Minerva menu option which should be used to delegate approval authority are:

1. **Delegate Temporary Signing Authority for travel advances, expense reports, payment requests, and POPS Timesheets**
   - Minerva menu option (Employee or Finance menu)
   - Certain exceptions apply for research grants

2. **Delegate Approvals of Purchase Requisitions and PCard Transactions**
   - Minerva menu option (Finance menu)
   - May delegate up to $10,000

3. **Naming a Delegate in an Acting Capacity as Unit Head during temporary absences**
   - Available on the Financial Services website Forms page

Definitions of terms:
- **Delegate** = The person(s) to whom permanent or temporary proxy is specified by the Fund Financial Manager to perform local approvals up to a certain delegation threshold (maximum dollar value). An administrative or support staff member involved in the ongoing financial management of their fund(s) with the skill and knowledge necessary for the effective exercise of the authority.