

Transaction Streams_ Approvals

TRANSACTION:	AUTHORIZED BY:	INDEPENDENT REVIEW PRIOR TO POSTING BY:	THRESHOLD:	TYPE OF INDEPENDENT REVIEW:
Expense Reimbursements	PI/Delegate	Financial Services Team (departmental staff)	All transactions are approved, regardless of dollar amount.	Electronically in Minerva and signature on hardcopy
Travel Advances	PI/Delegate	Financial Services Team (departmental staff)	All transactions are approved, regardless of dollar amount.	Electronically in Minerva and signature on hardcopy
POPS Time Sheets	PI/Delegate	RFMS Financial Administrator (Central Financial Services)	All transactions are approved, regardless of dollar amount.	Electronically in Banner
Minerva Appointment Forms	PI	RFMS Financial Administrator (Central Financial Services)	All transactions are approved, regardless of dollar amount.	Electronically in Minerva
Student Stipend Payment	PI	RFMS Financial Administrator (Central Financial Services)	All transactions are approved, regardless of dollar amount.	Electronically in Minerva
Purchase Requisitions	PI/Delegate	RFMS Financial Administrator (Central Financial Services)	<\$20,000 FA only >\$20,000 FA and Supervisor	Electronically in Minerva
Payment Requests	PI/Delegate	RFMS Financial Administrator (Central Financial Services)	<\$10,000 FA only \$10,000 - \$99,999 FA and Supervisor >\$100,000 FA, Supervisor and Manager	Manually
PCard	PI/Delegate	PCard Reconciler (departmental staff)	Single transaction not to exceed \$2,500	Electronically in MOPS
Journals	PI	RFMS Financial Administrator (Central Financial Services)	<\$20,000 FA only >\$20,000 FA and Supervisor	Electronically in Banner