

Electronic Approval Flow for CPS Transaction*

Signature Approvals on the Contract

Approval Steps								
	Document Entered into FFN	Accounting Services	Department Approvals (up to 3)	Certified Approvers	SPA	Payroll	Purchasing	Post to CUFS
What triggers this approval?		Use of 7201-20 obj code <u>or</u> use of vendor codes that identify accountants or accounting firms.	Required for all docs. At least one approval is required.	Required for all docs using sponsored funds.	Answers to certain questions indicate this activity not in project budget as consulting <u>or</u> this cost represents a significant portion of the programmatic activity.	Foreign National box checked yes <u>or</u> answers to questions indicate that an employer/employee relationship may exist.	Dollar total of CPS is \$10,000 or more.	TXN is sent to CUFS
What's being approved?		Compliance with Sarbanes Oxley Act and Regents resolution.	Approving the expense and relevant details of the expense, unique to each department.	Appropriateness. Allowability for the particular sponsored project that is being charged.	Ensuring that the expenditure is consistent with the intent and conditions of sponsor's award.	<ul style="list-style-type: none"> • Foreign National Visa type, expiration date, and tax withholding are appropriate. • Verification that no employer/employee relationship exists. 	Completeness of Statement of Work. Verification of Basis for Contractor Selection and Reasonableness of Price. Attachments necessary for federal funded projects. Get Regents approval for contracts \$250,000 or greater. Approve Exception to Regents Purchasing Policy.	Funds are encumbered. The FFN transaction is marked approved.

Less Than \$10,000

Department obtains contractor's signature and signs contract, distributes contractor copy and retains University's master copy of the contract according to policy on Managing University Records Retention (Financial Policy 3.9.1.).

Note: The department/college signature on the paper contract must be someone who has officially been delegated authority, and whose name appears on the Delegation web site.

\$10,000 or more.

Department obtains contractor's signature and routes paper contract with attachments to Purchasing for review and signature. Purchasing distributes contractor copy and department copy. Purchasing retains the University's master copy of the contract according to policy on Managing University Records Retention (Financial Policy 3.9.1.).

System will allow printing of DRAFT contract at this time. (Warning: All approvals are not yet applied.)

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*Not all approval steps apply to every purchase.

A Data Collection Sheet is available.