

PeopleSoft Implementation 9.0

Workflow Approver Matrix

Module		Activity	Approver Type
PO	Purchasing	Requisitions to Department	Budgetary Hazardous Materials (if hazard)
PO	Purchasing	Requisitions to Project	Project Manager (PI) OSRA (over \$10,000) Hazardous Materials (if hazard)
AP	Accounts Payable	Invoices	Accounts Payable Manager
EX	Travel & Expense	TAR to Project	Supervisor Budgetary (PM/PI) OSRA Supplemental (all amounts)
EX	Travel & Expense	TAR to Department	Supervisor Budgetary
EX	Travel & Expense	Cash Advance	Budgetary Prepay Auditor
EX	Travel & Expense	Expense Report for University to Department	Budgetary Prepay Auditor
EX	Travel & Expense	Expense Report for Grant (Sponsored Project) < \$10,000	Budgetary Project Manager/PI Prepay Auditor
EX	Travel & Expense	Expense Report for Grant (Sponsored Project) > \$10,000	Budgetary Project Manager/PI OSRA Supplemental (Grant over 10K) Prepay Auditor
EX	Travel & Expense	Expense Report for DSO's	Budgetary Supplemental Approver Prepay Auditor
AM	Asset	Asset Transfer Approval	Budgetary