

Colorado State University											
Central Office Approvals											
4/1/2013											
	Doc Type	Special	Fiscal Officer	Organization	Division	Ag Sciences	Extension	Budget	LAR	Payroll	Sponsored Programs
Qualifier						EXP* subfunds	EXT* subfunds		Object codes 6227, 6228		ARRA, SPONPR,GIFT,SPWIP subfunds
Adjustment/Accrual Voucher	AV	Official Functions	All	All	\$10k & up	All	All		All	All-if to payroll object code (consolidation = CMPN)	All
Budget Adjustment	BA		All	All	\$10k & up	All	All	Listed sub-funds (see below)			All
Cash Receipt	CR	Cashier's approval only								5xxx object codes - Acknowledge (consolidation = CMPN)	FYI
Disbursement Voucher	DV	Official Functions	All	> \$1k	\$10k & up				All	All-if to payroll object code (consolidation = CMPN)	SciQuest*
Distribution of Income & Expense	DI	Official Functions	All	All	\$10k & up					All-if to payroll object code (consolidation = CMPN)	
General Error Correction	GEC	Official Functions	All	All	\$10k & up				All	All-if to payroll object code (consolidation = CMPN)	All
Internal Billing	IB	Official Functions	All	> \$1k	\$10k & up					None (block payroll objects on this doc)	
Internal Order	IO	Official Functions	All	> \$1k	\$10k & up					None (block payroll objects on this doc)	
Pre-Encumbrance	PE		All	All	\$10k & up						
Transfer of Funds	TR		All	All	\$10k & up	All	All			None (block payroll objects on this doc)	All
Payment Request (Invoice)	PREQ	Official Functions	All							All-if to payroll object code (consolidation = CMPN)	

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Qualifier						EXP* subfunds	EXT* subfunds		Object codes 6227, 6228		ARRA, SPONPR,GIFT,SPWIP subfunds
Procurement Card	PCDO	Cardholder for certification, reallocator	All						All	None (block payroll objects on this doc)	
Requisition	REQ	Official Functions	All	> \$1k	\$10k & up				All	All-if to payroll object code (consolidation = CMPN)	SciQuest*
Single Sided Budget Adjustment	SSBA		All	All	\$10k & up			Listed sub-funds (see below)			SPWIP
Work Order Authorization	WOA		All	> \$1k	\$10k & up					None (block payroll objects on this doc)	
Override Flag (all other account/object routing still apply)			All								All
Use of PROJECT Code COFRS											
Account	ACCT		All	All	All	All	All	ACK for subfunds: AEP,ATHLET,AUX,CONTE .CSFSSF,ENTERP,EXPR*,EX PSF,EXTR*,EXTSF,FRP,GE NOP,HEAFOR,PVMFED,PV MSTA,STUORG,WERF,EPF . Approve for subfunds COURSE, CSFS, EG, EXPSTA, EXTEN, PVM, RARSP			All
Account Delegate	ADEL		All	All	All						
Organization	ORG		N/A	All	All			All			
SubAccount & SubObject			All	All	All						
Project	PROJ			All							
Budget Routing-BA/SSBA:		Sciquest Routing:						Sciquest Routing:			
Subfunds:		Sponsored Programs		subfund SPONPR and object type = AS or LI				EH&S		object code = 6226, 6230	
ATHLET,AUX,CAPAU, CONTE D, COURSE, CPOTH, CPRR,		Sponsored Programs		subfund SPONPR and object code = 6225, 6649, 6650, 6651				Purchasing (requisition only)		All over \$5k, special routing to purchasing manag	
CSFS,CSFSSF,EG,ENTERP, EXPRHF,EXPRHM,EXPRMC, EXPSF,		Sponsored Programs		subfund SPONPR and object level = SUBC							
		Sponsored Programs		subfund SPONPR and object level = SERV/SERX and over \$5K							
		Hospitality		object subtype = OF							

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Qualifier						EXP* subfunds	EXT* subfunds		Object codes 6227, 6228		ARRA, SPONPR, GIFT, SPWIP subfunds
EXPSTA, EXTEN, EXTR, EXTREF,		Property			object level = SUPP and unit cost over \$5k						
EXTRRR, EXTRSL, EXTSE, FRP, GENOP,		Property			object level = CAPO or EQUIP						
GIFT, GOVTRF, HEAFOR, INSURE,		Property			object code = 8905, 8910, 8915, 8930 or 8940						
PVM, PVMFED, PVMSTA, RARSP,		HRS			object level = SERV or CACO and not object subtype = OF and over 5K						
RECHARG, RESERV, STUORG											
WERF, WPF											

Colorado State University					
Central Office Approvals					
4/1/2013					
	Accounts Payable	Campus Services	Cost	Property	Plant
Qualifier		not ARRA, SPONPR,GIFT,SPWIP subfunds	not ARRA, SPONPR,GIFT,SPWIP subfunds		AEP, CAP*, CP*, RESERV subfunds
Adjustment/Accrual Voucher		All		8xxx object codes (level = CAPO	18XX, object levels = BLDG, CINP, EQUIP, LAND, LBKS, LNDI
Budget Adjustment		Acknowledge > \$10K			
Cash Receipt					
Disbursement Voucher	All			SciQuest*	
Distribution of Income & Expense		>\$1000		8xxx object codes (level = CAPO	18XX, object levels = BLDG, CINP, EQUIP, LAND, LBKS, LNDI
General Error Correction		> \$1000		8xxx object codes (level = CAPO	18XX, object levels = BLDG, CINP, EQUIP, LAND, LBKS, LNDI
Internal Billing				8xxx object codes (level = CAPO	18xx blocked via parameter
Internal Order				8xxx object codes (level = CAPO	18xx blocked via parameter
Pre-Encumbrance					
Transfer of Funds		All		All to Fund F, H, I	18xx blocked on this doc
Payment Request (Invoice)					

	Accounts Payable	Campus Services not ARRA, SPONPR,GIFT,SPWIP subfunds	Cost not ARRA, SPONPR,GIFT,SPWIP subfunds	Property	Plant AEP, CAP*, CP*, RESERV subfunds
Qualifier					
Procurement Card					
Requisition				SciQuest*	SciQuest*
Single Sided Budget Adjustment					
Work Order Authorization					18xx blocked on this doc
Override Flag (all other account/object routing still apply)		All			
Use of PROJECT Code COFRS					
Account		All	All	WIP	
Account Delegate					
Organization					
SubAccount & SubObject					
Project					
Budget Routing-BA/SSBA:					
Subfunds:					
ATHLET,AUX,CAPAU, CONTED, element over \$50k					
COURSE, CPOTH, CPRR,					
CSFS,CSFSSF,EG,ENTERP,					
EXPRHF,EXPRHM,EXPRMC, EXPSF,					

	Accounts Payable	Campus Services	Cost	Property	Plant
Qualifier		not ARRA, SPONPR,GIFT,SPWIP subfunds	not ARRA, SPONPR,GIFT,SPWIP subfunds		AEP, CAP*, CP*, RESERV subfunds
EXPSTA,EXTEN,EXTR,EXTREF,					
EXTRRR,EXTRSL,EXTSF,FRP,GENOP,					
GIFT,GOVTRF,HEAFOR,INSURE,					
PVM, PVMFED,PVMSTA,RARSP,					
RECHARG,RESERV,STUORG					
WERF,WPF					