

Colorado State University										
Central Office Approvals										
11/12/2009										
	<b>Special</b>	<b>Fiscal Officer</b>	<b>Organization</b>	<b>Division</b>	<b>Ag Sciences</b>	<b>Extension</b>	<b>Budget</b>	<b>Payroll</b>	<b>Sponsored Programs</b>	<b>Accounts Payable</b>
<b>Qualifier</b>					<b>EXP* subfunds</b>	<b>EXT* subfunds</b>			<b>ARRA, SPONPR,GIFT,SPWIP subfunds</b>	
<b>Adjustment/Accrual Voucher</b>	Official Functions	FYI	All	\$10k & up	All	All		All-if to payroll object code (consolidation = CMPN)	All	
<b>Budget Adjustment</b>		All	All	\$10k & up	All	All	Any interfund or Intrafund across divisions for sub-funds (see below)		All	
<b>Cash Receipt</b>	Cashier's approval only							5xxx object codes - Acknowledge (consolidation = CMPN)	Acknowledge	
<b>Disbursement Voucher (AFE)</b>	Official Functions	All	> \$1k	\$10k & up				All-if to payroll object code (consolidation = CMPN)	SciQuest*	> \$5k
<b>Distribution of Income &amp; Expense</b>	Official Functions	All	All	\$10k & up				All-if to payroll object code (consolidation = CMPN)		
<b>General Error Correction</b>	Official Functions	All	All	\$10k & up				All-if to payroll object code (consolidation = CMPN)	All	
<b>Internal Billing</b>	Official Functions	All	> \$1k	\$10k & up				None (block payroll objects on this doc)		
<b>Internal Order</b>	Official Functions	All	> \$1k	\$10k & up				None (block payroll objects on this doc)		
<b>Pre-Encumbrance</b>		All	All	\$10k & up						
<b>Transfer of Funds</b>		All	All	\$10k & up	All	All		None (block payroll objects on this doc)	All	

	Special	Fiscal Officer	Organization	Division	Ag Sciences	Extension	Budget	Payroll	Sponsored Programs	Accounts Payable
Qualifier					EXP* subfunds	EXT* subfunds			ARRA, SPONPR,GIFT,SPWIP subfunds	
Payment Request (Invoice)	Official Functions	All by pmt type,2 way match pmts only						All-if to payroll object code (consolidation = CMPN)		
Procurement Card (Acard)	Cardholder for certification, reallocator	All						None (block payroll objects on this doc)		
Requisition	Official Functions	All	> \$1k	\$10k & up				All-if to payroll object code (consolidation = CMPN)	SciQuest*	
Work Order Authorization	Official Functions	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		All	All	All	All	All	All		All	
Account Delegate		All	All	All						
Organization		N/A	All	All			All			
SubAccount & SubObject		All	All	All						
Project			All							
<b>Budget Routing:</b>	<b>Sciquest Routing:</b>							<b>Sciquest Routing:</b>		
Fund = A	Sponsored Programs		subfund SPONPR and object type = AS or LI					EH&S	object code = 6226	
subfund EXPSF, EXPR	Sponsored Programs		subfund SPONPR and object code = 6225					LAR	object code = 6227 & 6228	
subfund EXTSTF, EXTR	Sponsored Programs		subfund SPONPR and object level = SUBC					Purchasing (requisition only)	All over \$5k, special routing to purchasing management over \$50k	
subfund CSFSSF	Sponsored Programs		subfund SPONPR and object level = SERV and over \$5K							
subfund VETMR	Hospitality		object subtype = OF							
	Property		object level = SUPP and unit cost over \$5k							
	Property		object level = CAPO or EQUIP							
	Property		object code = 8905, 8910 or 8940							
	HRS		object level = SERV and <b>not</b> object subtype = OF and over 5K							

<b>Colorado State University</b>				
<b>Central Office Approvals</b>				
11/12/2009				
	<b>Campus Services</b>	<b>Cost</b>	<b>FRA</b>	<b>Property</b>
<b>Qualifier</b>	<b>not ARRA, SPONPR,GIFT,SPWIP subfunds</b>	<b>not ARRA, SPONPR,GIFT,SPWIP subfunds</b>	<b>not ARRA, SPONPR,GIFT,SPWIP subfunds</b>	
<b>Adjustment/Accrual Voucher</b>	>\$1000			18XX, 8xxx object codes (level = CAPO or EQUIP)
<b>Budget Adjustment</b>	Acknowledge > \$10K			
<b>Cash Receipt</b>				
<b>Disbursement Voucher (AFE)</b>				SciQuest*
<b>Distribution of Income &amp; Expense</b>	>\$1000			18XX, 8xxx object codes (level = CAPO or EQUIP)
<b>General Error Correction</b>	> \$1000			18XX, 8xxx object codes (level = CAPO or EQUIP)
<b>Internal Billing</b>				18XX, 8xxx object codes (level = CAPO or EQUIP)
<b>Internal Order</b>				18XX, 8xxx object codes (level = CAPO or EQUIP)
<b>Pre-Encumbrance</b>				
<b>Transfer of Funds</b>	All			All to Fund F, H, I

	Campus	Cost	FRA	Property
Qualifier	Services not ARRA, SPONPR,GIFT,SPWIP subfunds	not ARRA, SPONPR,GIFT,SPWIP subfunds	not ARRA, SPONPR,GIFT,SPWIP subfunds	
Payment Request (Invoice)				
Procurement Card (Acard)				
Requisition				SciQuest*
Work Order Authorization				
Override Flag (all other account/object routing still apply)	All			
Use of PROJECT Code COFRS			All	
Account	All	All	All-Chart Manager	
Account Delegate				
Organization			All-Chart Manager	
SubAccount & SubObject				
Project				
<b>Budget Routing:</b>				
Fund = A				
subfund EXPSF, EXPR				
subfund EXTSE, EXTR				
subfund CSFSSF				
subfund VETMR				