

Colorado State University											
Approval Matrix - Capital Assets			Account	External Transfer	Organization Hierarchy	Purchasing	PlantFund	Surplus	ARG_SPONPR	N/A	Management (FR Doc)
10/7/2009			41-Fiscal Officer	9-Account Supervisor	7-Organization Reviewer	26-Purchasing Processor	35-Asset Processor				5-Manager
			Fiscal Officer	Acct Supervisor	Property	Purchasing & Contract Mgr roles plus 9 people	Asset Manager, Plant Fund Acct, dellison				Asset Manager, freeston,kahrsj
						Purchasing Contract	Asset Processor	Surplus new role	VP Research new role	Sponsored Programs	Inventory Specialist
Document	Document Type	Condition			Group 1000481	Manager	Role 35	Drenth, Dickinson	TBD	Team Code	Role 5
Add Asset Global	AA		1		2						
Asset Payment	MPAY						1				
Retirement Global	ARG	retirement reason sold (1) gift (6), lost (3), destroyed (8),(4) discarded,(5) canniblized, (A) auction, (2) Trade-In	1		2			3-only route to Surplus when document not initiated by Surplus.			4-FYI
Retirement Global	ARG	retirement reason external transfer (9)	1	2	4			3 - only if on an active 53 (SPONPR) account	5 account	5 - FYI - if on an active 53 (SPONPR) account to Team Code members-DEFER	

			Fiscal	Acct		Purchasing & Contract Mgr roles plus 9 people	Asset Manager, Plant Fund Acct, dellison				Asset Manager, freeston,kahrsj
			Officer	Supervisor	Property	Purchasing	Asset Processor	Surplus	VP Research	Sponsored	Inventory
Retirement Global	ARG	All other reasons: Credit (0), Theft (7), Check Canceled (C), Asset Created in Error (E), Retirement of Control Assets (H), General Error Correction (J), Plant Fund Retirement (P), Razed (R'), Asset Separated Retirement (S)			1						
Asset Edit Maintenance	CASM		1		2- Property and Plant groups			4			3 FYI
Location Global	ALOC		1								2 FYI
Equip Loan Return	ELR		1		2 -Property and Plant groups						3 FYI

			Fiscal	Acct		Purchasing & Contract Mgr roles plus 9 people	Asset Manager, Plant Fund Acct, dellison				Asset Manager, freeston,kahrsj
			Officer	Supervisor	Property	Purchasing	Asset Processor	Surplus	VP Research	Sponsored	Inventory
Delete use of this document											
Transfer	AT		1		2			3 (only if transfer to dept 6026) or has \$ transferring (field Interdepartmen t Sales field clicked) with a non 6026 department.	Use Surplus role for now DEFER the 6026 rules till future.		