

# K-State Student Union Cross-Departmental Expense Approval Procedures

**START HERE**

Purchaser informs the department head (or pre-approved designee) of the approximate cost of the expense to be incurred

**END HERE**

Everyone is happy

Department head provides verbal approval to the purchaser to make the purchase if  $\leq \$50.00$ . If purchase is  $> \$50.00$ , written approval is required (can be in the form of email)

Purchaser makes the approved purchase

The approved receipt is routed to the business services dept. for payment

Department head incurring the expense stamps the receipt "Approved" and indicates the dept., account code, amount approved, etc.

**APPROVED**

**K-STATE STUDENT UNION**  
 DATE: 1-12-22 AMOUNT: \$49.00  
 AUTH. INIT.: LD TERMS: LC  
 DEPT.: HR ACCT. CODE: 7510 AMOUNT: 49.00

	AMOUNT	
<b>TOTAL</b>	<b>49.00</b>	

*Joel's credit card*

Purchaser provides the receipt to the dept. head incurring the expense with any relevant information (w/i one business day of purchase)

*computer cable for HR conference room.*