K-State Student Union

Cross-Departmental Expense Approval Procedures

START HERE

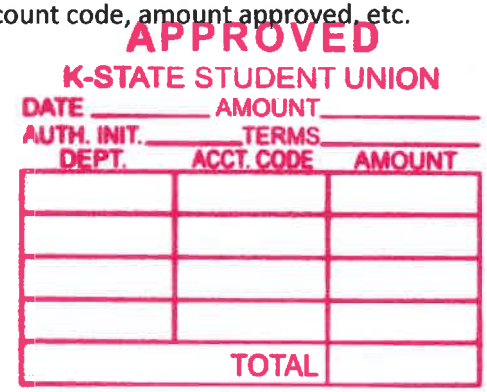
Requestor informs the department head (or pre-approved designee) that will be incurring the expense of the need for the expense and approximate cost

Dept. head provides verbal approval to the requestor to make the purchase if ≤$50.00. If purchase is >$50.00, written approval is required (can be in the form of email)

Requestor makes the approved purchase

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

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



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

END HERE

Everyone is happy

Saved at: Bus_Ofc/Procedures/Expense approval process
9/14/2021